

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 8, 1993

**SUBJECT: POLICIES AND PROCEDURES FOR THE USE OF SECRET SERVICE FUNDS - REVISED**

**PURPOSE:** The Los Angeles Police Department has an account that is administered by the Office of the Chief of Police (OCOP) for certain expenses not covered by routine funding. The account, better known as the Secret Service Fund, provides money for sensitive criminal investigations such as the Witness Protection Program, Narcotics, and Vice Enforcement. This Order amends policies and procedures for the use of Secret Service funds by Department personnel.

The Witness Protection Program procedures have been streamlined to increase efficiency and expedite the funding procedure. This Order does not affect the requirement of, or procedures for, completing a Monthly Report of Secret Service Money, Form 15.37, when the monies are used for purposes other than witness protection.

**PROCEDURE:**

**I. USE OF SECRET SERVICE FUNDS FOR OTHER THAN WITNESS PROTECTION - PROCEDURES.** The Secret Service Fund is used for expenses incurred during criminal investigations arising within the City of Los Angeles and for such expenses necessarily incurred in the detection of crime. The fund shall not be used for any of the following:

- \* To supplement the income of any Department employee;
- \* To procure any fixtures, equipment, or supplies for the general use of the Department; or
- \* To employ any personnel from established civil service classifications.

**A. Disbursement and Expenditures.** Each Area commanding officer, and division commanding officers designated by the Chief of Police, shall be allotted Secret Service funds. The funds shall be used as follows:

- \* The funds shall be expended only when necessary in the furtherance of criminal investigations that fall within the area of responsibility of the concerned commanding officers.
- \* At the discretion of the concerned commanding officer, the Area vice officer-in-charge may direct supervisory control over the Secret Service funds, but not over Witness Protection funds.

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**Note:** Officers may use their own money for investigations, subject to reimbursement by an assigned supervisor. When it is known in advance of an operation that a specific expenditure will be required, the concerned officer-in-charge may provide Secret Service funds.

- \* After an expenditure, the concerned officer shall submit an Expenditure of Secret Service Funds, Form 15.37.1, to his or her supervisor for approval and reimbursement no later than the following work day.

**Note:** Expenditures of \$100 or more for narcotics investigations, \$50 or more for vice investigations, and \$150 or more for vehicle rentals require approval of the concerned commanding officer prior to the expenditure.

**B. Obtaining Additional Funds.** Additional funds may be provided when the following conditions exist:

- \* When Secret Service funds have been depleted by necessary expenditures;
- \* When a specific investigation requires an inordinate amount of funds; or
- \* When an immediate investigation is essential.

Concerned entities needing additional monies shall first contact their bureau for any reserve funds. If reserve funds are not available, the requestor shall:

- \* Complete an Intradepartmental Correspondence, Form 15.2, from the requestor's commanding officer to the concerned Office Director, which describes in detail the purpose and need for the funds. The Form 15.2 should include any special circumstances pertaining to the investigation (e.g., the possibility and manner of reimbursement). Confidential information that would compromise the investigation shall not be included in the request; and
- \* Submit the Form 15.2 to the concerned bureau commanding officer for review.

**Note:** If appropriate, a fact sheet may accompany the Form 15.2.

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If approved, the bureau commanding officer shall submit the Form 15.2 to the appropriate Office Director. After review by the Office Director, the documents shall be forwarded to the Chief of Staff, OCOP. If the request is approved by the Chief of Staff, funds will be made available from the OCOP Reserve Fund.

C. Reporting Vice Expenditures - Expenditure of Secret Service Funds, Form 15.37.1 - Revised. The Form 15.37.1 shall be completed in duplicate by the officer making the expenditure no later than the following work day, as follows:

- \* All forms shall be completed in black ink;
- \* The "CONTROL NUMBER" will be assigned to each completed Form 15.37.1 by the officer-in-charge of each divisional vice unit. The number will correspond with an entry reflecting each expenditure located within each Divisional Vice Expenditure Log Book. Control numbers will reflect transactions made on a monthly basis and will ensure that accurate accounting of Secret Service funds is conducted;
- \* The "DATE AND TIME EXPENDITURE COMPLETED" box shall indicate the month, day, year, and beginning and ending time of the investigation;

Note: The date shall be written out (i.e., January 1, 1992).

- \* The exact address and name of location shall be recorded;
- \* Form 3.18 investigations shall be noted by placing an "X" in the "3.18" box and recording the DR number in the "DR" box;
- \* The exact amount of the expenditure shall be recorded in the "AMOUNT" box (do not round off);
- \* The nature of the expenditure, e.g., bookmaking, prostitution, intelligence information, etc., shall be indicated in the "TYPE OF INVESTIGATION" box;
- \* Expenditures shall be itemized, and include the purpose of each expenditure;
- \* The number of officers involved in the investigation and their names and serial numbers shall be recorded in the "NARRATIVE" box;
- \* The results of the expenditure, e.g., arrest, information received, case pending, investigation continuing, informant information, etc., shall be

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indicated in the "NARRATIVE" box. In the case of multiple arrests, sufficient information for reference to other arrests is required. Booking numbers shall also be indicated in the "NARRATIVE" box;

Note: Additional information may be listed on the back of the form.

- \* The amount of the expenditure shall be written, not printed, in the "I HEREBY CERTIFY" box;
- \* The officer requesting/receiving funds shall sign his or her payroll signature. The approving supervisor shall sign his or her payroll signature at the time the form is approved. Rubber stamps shall not be used;
- \* The approving supervisor shall be responsible for the completeness and accuracy of the form and the appropriateness of the expenditure; and

Note: Forms completed by Area detectives shall be approved by the concerned detective's immediate supervisor (Detective III or above). Vice supervisors shall not approve detective expenditures.

- \* Alterations are not permitted in "DATE AND TIME" or "AMOUNT" boxes. All other alterations shall be neatly lined out and initialed by the certifying officer.

D. Recovery of Secret Service Funds. In order to protect the integrity of the Department and the credibility of involved officers, the following procedures have been established for recovering Secret Service funds.

- \* The Arrest Report, Form 5.2, shall list in detail all monies expended and the disposition of the money involved.
- \* Money shall be recovered only when it can be identified by serial number or other markings.
- \* Other operating expenses incurred in the investigation shall not be taken from the person arrested.

Note: When winnings have been received in bookmaking investigations, the original bet shall be taken from the winnings, returned to the Secret Service Fund, and the remainder shall be booked as evidence.



**II. WITNESS PROTECTION FUND PROCEDURES - REVISED.**

- A. **Disbursement - Revised.** The Executive Officer, OCOP, will make an annual allocation of Secret Service funds to all geographic bureaus for the purpose of administering the Witness Protection Program at the bureau level. This allocation shall occur at the beginning of each fiscal year.
- B. **Procedures for Obtaining Funds - Revised.** When a witness relocation case develops and the established criteria for obtaining funds are met, the investigating officer shall complete a District Attorney's (DA) Witness Protection Program Assistance Request. The investigating officer shall then discuss the case with an immediate supervisor (Detective III or above) and obtain approval from the concerned commanding officer.

**Note:** The DA Witness Protection Program Request has been revised to include a signature block for the concerned commanding officer.

The concerned supervisor shall then telephonically contact the Program Coordinator at the District Attorney's Office for initial approval to use the funds.

Upon telephonic approval, the investigating officer shall make an appointment to appear in person at the District Attorney's Program Coordinator's office for written approval. Once written approval has been obtained, the investigating officer shall transport the approved Witness Protection Program Request to the concerned bureau to obtain the funds.

Once the funds have been disbursed, the investigating officer shall be responsible for obtaining all necessary receipts. These receipts and a letter to the County Business Office shall be mailed to the concerned bureau immediately after the funds have been expended. A copy of all original receipts shall be maintained in divisional files.

**Note:** The required letter to the County Business Office shall include the name, serial number, and phone number of the investigating officer. The letter shall also indicate which bureau is to be reimbursed and the mailing address.

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- C. **Monthly Reporting Requirements - Revised.** Witness Protection expenditures must be reported to the concerned bureau at the end of each month. The bureau shall review the Monthly Report of Secret Service Money, Form 15.37, and forward the original to Fiscal Operations Division and a copy to the OCOP. This process shall be completed by the third workday of each month.

Witness Protection expenditures shall be reported separately from the vice expenditures report. However, all Witness Protection cases occurring in the same month shall be documented in one report.

The events requiring submission of a Monthly Report of Secret Service Money, Form 15.37, are delineated on the reverse side of the Form 15.37. Additionally, a Form 15.37 is required:

- \* When Witness Protection funds are received from the bureau or the OCOP, even if there are no expenditures; and
- \* Each month a balance of funds exists; that is, if a balance of money appears at the end of one month's report, a report is required for the following month.

When Secret Service funds are received for Witness Protection purposes, an original and six copies of the Form 15.37 shall be prepared with the following additional information:

- \* All Witness Protection cases listed on the report shall be identified by case number; and
- \* Any unused funds returned to the OCOP or Bureau shall be listed in the "Transferred Out" section.

- D. **Commanding Officer - Responsibilities.** The commanding officer receiving Secret Service funds for Witness Protection purposes shall ensure that:

- \* A secure location is established for control of the funds;
- \* Proper accounting procedures are followed, including the completion of the Monthly Report of Secret Service Money, Form 15.37; and
- \* Personnel are properly trained in Witness Protection Program procedures.

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**FORMS AVAILABILITY:** The revised District Attorney's Witness Protection Program Assistance Request, Form 14.20-F, is attached for photocopying. Additional forms are available through the Witness/Victim Assistance Program, District Attorney's Office. The revised Expenditure of Secret Service Funds, Form 15.37.1, is now available at Supply Division. Existing stocks of Form 15.37.1, Expenditure of Secret Service Funds, shall be bundled, marked "obsolete", and returned to Supply Division.

**AMENDMENTS:** This Order amends Sections 3/355.10, 3/355.20, and 3/355.30 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

Attachment

DISTRIBUTION "A"

SUSPENSE DATE

OFFICE OF THE DISTRICT ATTORNEY  
COUNTY OF LOS ANGELES  
**CONFIDENTIAL**

**WITNESS PROTECTION PROGRAM ASSISTANCE REQUEST**

**1. REQUESTING AGENCY**

Date: \_\_\_\_\_ Address: \_\_\_\_\_  
Department: \_\_\_\_\_  
Officer/Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_  
DR/File #: \_\_\_\_\_

**2. DESCRIPTION OF WITNESS(ES)**

Name: \_\_\_\_\_ POB: \_\_\_\_\_  
Aliases: \_\_\_\_\_ CII: \_\_\_\_\_  
DOB: \_\_\_\_\_ CDL: \_\_\_\_\_  
FBI: \_\_\_\_\_

Description of other family and/or household members to be given witness protection assistance  
(include name, DOB, CDL, addresses, and relationship to witness)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Describe the circumstances of the crime(s) committed in this case and how the witness is involved (note any special significance to the deft(s) or the nature of their criminal activity such as street gang involvement, organized crime affiliation, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Specifically, what will this witness testimony be and its importance to the case (i.e. eyewitness to murder and under what circumstances, co-conspirator and nature of involvement, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOS ANGELES POLICE DEPARTMENT  
**STAFF RESEARCH INDEX FORM**

**INSTRUCTIONS:** Complete and mail to Planning and Research Division, Stop 442, as soon as the staff research report is approved by the commanding officer immediately responsible for it.

DATE THIS FORM COMPLETED \_\_\_\_\_ COMPLETED BY \_\_\_\_\_  
Month Day Year Last Name Serial No.

REPORT TITLE \_\_\_\_\_ WHERE FILED \_\_\_\_\_

GENERAL FILE NO.	OFFICE FILE NO.	BUREAU FILE NO.	DIVISION FILE NO.	OTHER FILE NO.
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PRIMARY AUTHOR \_\_\_\_\_  
Rank/Paygrade First Name Last Name Serial No. Position Title Unit/Section/Division/Committee/Task Force/etc. Area Code, Phone No

CO-AUTHOR(S) \_\_\_\_\_  
Rank/Paygrade First Name Last Name Serial No. Position Title Unit/Section/Division/Committee/Task Force/etc. Area Code, Phone No

Rank/Paygrade First Name Last Name Serial No. Position Title Unit/Section/Division/Committee/Task Force/etc. Area Code, Phone No

IMMEDIATE SUPERVISOR OF ALL AUTHORS

Rank/Paygrade First Name Last Name Serial No. Position Title Unit/Section/Division/Committee/Task Force/etc. Area Code, Phone No

COMMANDING OFFICER IMMEDIATELY RESPONSIBLE FOR THE STAFF RESEARCH REPORT

Rank/Paygrade First Name Last Name Serial No. Position Title Div./Area/Group/Bureau/Committee/Task Force/etc. Area Code, Phone No

Signature of above commanding officer \_\_\_\_\_

**SUBJECT MATTER.** Complete all statements. Do not give confidential information. Use additional pages if necessary.

1. In general, this report proposes (offers, recommends, suggests) that . . . \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. In general, this report's purpose is to . . . \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Specifically, this report addresses the following topics . . .


**FOR PLANNING AND RESEARCH DIVISION USE ONLY**  
**NATIONAL CRIMINAL JUSTICE THESAURUS**

<p>1 _____ Descriptor Descriptor Code</p> <p>2 _____ Descriptor Descriptor Code</p> <p>3 _____ Descriptor Descriptor Code</p> <p>4 _____ Descriptor Descriptor Code</p>	<p>5 _____ Descriptor Descriptor Code</p> <p>6 _____ Descriptor Descriptor Code</p> <p>7 _____ Descriptor Descriptor Code</p> <p>8 _____ Descriptor Descriptor Code</p>
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DATE ENTERED IN SRI \_\_\_\_\_ SERIAL NO. \_\_\_\_\_ ENTERED BY \_\_\_\_\_  
Month Day Year Last Name Serial No.



5. Has this witness or family been threatened?

☐ YES

☐ NO

By whom: \_\_\_\_\_

Describe the threats; how they were delivered and how they were substantiated by the requesting agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do the deft(s) or their associates know where the witness lives, works, or goes to school?

☐ YES

☐ NO

6. If no threats, why do you feel this witness is endangered and must be relocated?

\_\_\_\_\_  
\_\_\_\_\_

Have funds been requested on this case before?

☐ YES

☐ NO

If so, name of witnesses and date funds were requested.

\_\_\_\_\_

7. Case legal #: \_\_\_\_\_ Charges: \_\_\_\_\_

Deft. Name: \_\_\_\_\_

8. Reliability of the witness (has the witnesses reliability been previously established in court, can witness provide credible, competent testimony, etc.)

\_\_\_\_\_  
\_\_\_\_\_

9. Willingness of witness to testify without provided protection:

\_\_\_\_\_

10. Is the witness/family currently receiving financial assistance from any governmental agency?

☐ YES

☐ NO

It is hereby acknowledged and agreed these funds are requested for the emergency relocation of the witness(es) for the reasons outlined in this request. I understand only those expenses approved below, in the indicated amounts are reimbursable only through the subsequent submission of original receipts, unless otherwise indicated in this agreement. No other substitution of expenses is allowed. I have received approval from my department to seek these funds from \_\_\_\_\_ (supervisor).

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY — DO NOT WRITE BELOW THIS LINE**

Agreement between parties as how the funds will be utilized and amount(s) authorized:

Total amount approved: \_\_\_\_\_ Approving authority: \_\_\_\_\_ Date \_\_\_\_\_



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 15, 1993

**SUBJECT:** DEPARTMENT EMPLOYEES APPEARING OFF DUTY AT GOVERNMENTAL ADMINISTRATIVE HEARINGS

**PURPOSE:** Occasionally, Department employees may be requested by friends or associates to appear off duty as character witnesses or representatives at governmental administrative hearings relating to permits or licenses. During these hearings, an employee's affiliation with the Department will usually be disclosed in the normal course of the hearing. When appearing off duty at these types of hearings, employees are appearing as private persons and do not represent the Department. Employees have an obligation to make this fact clear to the hearing officials whenever affiliation with the Department is disclosed.

Because an employee's affiliation with the Department may influence the decision of governmental administrative hearing officers and reflect upon the Department even though the employee is off duty, this Order establishes procedures for notification to the Department whenever an employee will be appearing off duty at these types of hearings.

**PROCEDURE:**

**I. EMPLOYEE'S RESPONSIBILITIES.** An employee who will be appearing off duty at a governmental administrative hearing as a character witness or representative shall complete an Employee's Report, Form 15.7, to the employee's commanding officer advising the commanding officer of the appearance. The Form 15.7 shall contain the following information:

- \* Type of case.
- \* Governmental agency involved.
- \* Date, time, and location of the hearing.
- \* Nature of the hearing.
- \* Name of the applicant or organization involved.
- \* Nature of the employee's involvement.

Whenever an employee's affiliation with the Department is disclosed during an off-duty appearance at an administrative hearing, the employee shall advise the hearing officer that the employee is appearing as a private person and is not representing the Department.

**II. SUPERVISOR'S RESPONSIBILITIES.** Supervisors reviewing Form 15.7 notifications of off-duty appearances at governmental administrative hearings shall discuss the appearance with the employee and ensure that the employee is aware that he or she is appearing as a private person and does not represent the Department.

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III. COMMANDING OFFICER'S RESPONSIBILITIES. Commanding officers notified of off-duty appearances at governmental administrative hearings shall review the Form 15.7 notification to ensure that no conflict of interest exists. If it is determined that a conflict may exist, the commanding officer shall ensure that the employee is appropriately counseled prior to the appearance date.

**Note:** Employees have a right to appear at hearings as private persons. Counseling shall be limited to ensuring that the employee understands his or her private person status, that the employee understands the requirement to advise the hearing officer of that status if his or her affiliation with the Department is disclosed during the hearing, and the nature of any conflict of interest that may exist.

**AMENDMENTS:** This Order amends Section 3/210.63 of the Department Manual.

**AUDIT RESPONSIBILITY:** Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 5, 1993

**SUBJECT: PROCEDURES FOR REPORTING AND INVESTIGATING CRIMES INVOLVING CRUELTY TO ANIMALS - ESTABLISHED**

**PURPOSE:** On October 2, 1990, an ordinance prohibiting animal sacrifice added Section 53.67, Animal Sacrifice, to the Los Angeles Municipal Code. Section 53.67 prohibits:

- \* Engaging in, participating in, assisting in, or performing animal sacrifice;
- \* Owning, keeping, possessing, or having custody of any animal with the purpose or intention of using the animal for animal sacrifice; and
- \* Selling, offering to sell, giving away, or transferring any animal to another who intends to use the animal for animal sacrifice.

**Note:** Section 53.67 does not prohibit any person or establishment lawfully operating under the laws of this City and State from lawfully engaging in the slaughter or ritual slaughter of animals where preparation or killing of such animals is primarily for food purposes.

This Order establishes procedures to facilitate the appropriate handling of incidents involving cruelty to animals and animal sacrifice, and clarifies the responsibility for preliminary and follow-up investigations.

**PROCEDURE:**

- I. **RESPONSIBILITIES OF THE DEPARTMENT OF ANIMAL REGULATION.**  
The Department of Animal Regulation (DAR) has primary responsibility for the report completion, investigation, and subsequent criminal filing of crimes against animals. Department of Animal Regulation Animal Control Officers have powers of arrest as specified in Section 836 of the Penal Code, and in the course and scope of their employment are authorized to carry loaded firearms on their person or in City vehicles.

**Exception:** The Police Department will continue to be responsible for:

- \* Completion of reports, investigations, and arrests of criminal assaults against dogs and horses assigned to the Department's K-9 or mounted units; and
- \* Investigation of crimes involving cruelty to animals when committed in connection with crimes that are the investigative responsibility of the Department.

II. OFFICER'S RESPONSIBILITIES. When officers respond to an incident involving cruelty to animals or animal sacrifice, the DAR shall be notified immediately. Field units shall make the notification through Communications Division and shall confirm that DAR personnel are available and responding to the location. Field units shall await the response of DAR personnel and:

- \* Establish the elements of the crime;
- \* Protect the scene and locate items which could identify the suspect or show how the crime was committed;
- \* Contact Criminal Conspiracy Section (CCS), Detective Support Division, for advice if evidence of ritualistic or occult activity is found; and
- \* Locate and identify witnesses and request them to remain for questioning.

Upon arrival, DAR personnel will assume responsibility for the investigation and report completion. In the event DAR personnel are delayed or cannot respond, officers shall:

- \* Conduct the preliminary investigation;
- \* Cause photographs to be taken of the crime scene by Area personnel, or by a Scientific Investigation Division (SID) photographer, depending upon availability;

**Note:** In accordance with existing procedures for processing crime scene photographs taken by SID Photographic Section, the reporting officer shall enter the photographer's name and serial number in the "Notifications" box, and the SID Photographic Section Control Number ("C" number) in the "Connected Reports" box of the Preliminary Investigation Report. Once a DR number has been obtained, the reporting officer shall advise SID Photographic Section of the DR number so that it may be referenced on the photo negatives.

- \* Complete a Preliminary Investigation Report (PIR), Form 3.1, and enter "DAR" in the "Investigative Division" box;
- \* Notify the Bureau of Sanitation, Refuse Collection, through Communications Division, to respond and dispose of animal carcasses discovered during an investigation;
- \* Indicate in the narrative portion of the PIR the name of the responding Refuse Collection employee and the carcass disposition;
- \* Indicate in the left margin of the PIR that extra copies of the report shall be forwarded to CCS and the Department of Animal Regulation; and

- \* Ensure that related crime scene photographs taken by Area personnel are attached to the PIR and submitted to the concerned Area records unit.

**Note:** Crimes involving cruelty to animals fall under the legal category of crimes against property. Cruelty to animals is covered by Penal Code Section 597, which generally makes such conduct a misdemeanor. However, it can be a felony to maliciously maim, wound, torture, or mutilate a living animal which belongs to another person.

When officers make an arrest for cruelty to animals or animal sacrifice, they shall:

- \* Obtain booking approval from the concerned Area patrol division watch commander and book the arrestee;
- \* Complete the Arrest Report, Form 5.2, in the usual manner; and
- \* Indicate in the left margin of the Arrest Report that extra copies of the report shall be forwarded to CCS and the Department of Animal Regulation.

### III. GEOGRAPHIC DETECTIVE DIVISIONS - SPECIAL DUTIES.

**Cruelty to Animals.** Geographic detective divisions shall be responsible for the investigation and follow-up on misdemeanor and felony arrests involving cruelty to animals or animal sacrifice made by Department personnel.

### IV. AREA RECORDS UNIT - RESPONSIBILITIES. When receiving a crime report titled "Cruelty to Animals" or "Animal Sacrifice", Area records unit personnel shall:

- \* Process the report using the new crime class code of 943 for reports titled "Cruelty to Animals" and the new modus operandi code of 0909, if the crime involves "Animal Sacrifice"; and
- \* Forward a copy of each crime report, or combined crime and arrest report, to:

The Department of Animal Regulation  
Administration  
419 South Spring Street Room 1400  
Los Angeles, CA 90013  
(MAIL STOP 105)

### V. CRIMINAL CONSPIRACY SECTION - FUNCTIONS. Criminal Conspiracy Section is responsible for analysis of incidents involving cruelty to animals for the purpose of identifying trends or patterns involving ritualistic or occult activity or animal sacrifice.

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VI. CRIMINAL CONSPIRACY SECTION - SPECIAL DUTIES. Maintaining liaison with the Department of Animal Regulation.

AMENDMENT: This Order amends Sections 2/1043.21, 2/1043.23, 2/1125.03, and 5/030.66 of, and adds Section 4/204.65 to, the Department Manual.

AUDIT RESPONSIBILITY: In accordance with Department Manual Section 0/080.30, all bureau commanding officers shall monitor compliance with this directive by entities assigned to their command.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 12, 1993

SUBJECT: ROBBERY-HOMICIDE DIVISION, BANK ROBBERY-HIJACK-CARGO  
THEFT SECTION - REVISED

PURPOSE: This Order transfers the responsibility of investigating hijack-cargo thefts from Robbery-Homicide Division (RHD) to Burglary-Auto Theft Division (BAD). This transfer will consolidate overlapping duties and increase efficiency by eliminating a duplication of effort by BAD and RHD personnel. This Order also implements the procedure of completing a Preliminary Investigation Report, Form 3.1, during the initial investigation of a commercial vehicle theft when the cargo is the probable object of the theft.


PROCEDURES:

- I. BANK ROBBERY-HIJACK-CARGO THEFT SECTION, RHD, NAME CHANGE. Bank Robbery-Hijack-Cargo Theft Section, RHD, is changed to Bank Robbery Section, RHD.
- II. COMMERCIAL AUTO THEFT SECTION, BAD - ADDITIONAL RESPONSIBILITY. The following is added to the Commercial Auto Theft Section's responsibilities:
  - \* Investigating thefts or hijacks of commercial vehicles engaged in transportation of merchandise when the cargo is the probable object of the theft or hijack.
- III. HIJACK-CARGO THEFT - OFFICER'S RESPONSIBILITY. In addition to any required Vehicle Investigation Report, Form 3.7, a Preliminary Investigation Report, Form 3.1, shall be completed during the initial investigation of a commercial vehicle theft or hijack when the cargo is the probable object of the theft or hijack.

FORM AVAILABILITY: This Order amends the procedures on the Field Book Divider for Vehicle Reporting, Form 18.36. The Field Book Divider will be revised at the next routine printing. It is anticipated that the revised form will be available in approximately three months.

AMENDMENTS: This Order amends Sections 2/1045.40, 2/1045.41, 2/1045.45, 2/1046.01, 2/1046.31, 2/1046.33, and 4/220.45 of the Department Manual.

AUDIT RESPONSIBILITY: All bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"



**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 5**

**FEBRUARY 22, 1993**

**SUBJECT: DISCIPLINARY SYSTEM CHANGES - CHARTER SECTIONS 202  
AND 202.1**

**PURPOSE:** The passage of Charter Amendment F has modified Section 202 of the Charter of the City of Los Angeles and has added Section 202.1 to the Charter. The provisions of Charter Amendment F became effective July 6, 1992, and are contained in Form 1.61.2, which has been attached for review. This Order describes the provisions of Charter Amendment F that have revised portions of the Department's disciplinary system for sworn officers. Additionally, this Order establishes procedures for the completion of the Chronological Log, Form 3.11.6, when used to document the chronological record of a personnel complaint investigation.

**PROVISIONS OF CHARTER AMENDMENT F:**

- I. EXCLUSION OF SWORN PROBATIONARY OFFICER.** Section 202.1 specifically excludes from the provisions of Section 202 those sworn police officers who have not completed the period of probation at the entry level.
- II. EXPANDED POWERS OF THE CHIEF OF POLICE AND BOARD OF RIGHTS.** In addition to the powers of the Chief of Police set forth in Section 202, the Chief of Police shall have the power to demote in rank, with or without suspension or reprimand or both, subject to the right of an officer to an appeal to a Board of Rights. In addition, after a finding of guilty on a charge or charges, a Board of Rights shall have the power to prescribe the penalty of demotion in rank, with or without suspension or reprimand or both.

**Note:** As it is used in Charter Section 202, demotion in rank means reduction in civil service classification. The provisions of this section **do not** apply to reductions in paygrade or similar personnel actions caused by reassignment to a lower paygrade or deselection from a bonus position. Such reductions shall be administered in compliance with established Department procedures.

- III. FILING OF COMPLAINT - LIMITATIONS PERIOD.** No tenured officer of the Police Department shall be discharged, suspended, demoted in rank, or suspended and demoted in rank for any conduct unless it (1) was discovered by the Department and brought to the attention of the Chief of Police within one year of the filing of the complaint against the officer; and (2) falls within the applicable limitations period below. Such limitations period shall have reference to the date on which the Chief of Police files a complaint against an officer with the Police Commission.

For the purpose of ascertaining such period only, conduct, wherever it occurred, shall be deemed to have occurred within the City. For an administrative charge based substantially or entirely on conduct which may be punishable criminally, the limitations period shall be based upon the most comparable applicable federal, State, County, or City penal law.

- A. **Felony Crime.** If such violation of the law is punishable as a felony, the limitations period shall be that established for such crime. Where no limitations period is established for such felony, there shall be no limitations period for administrative purposes. Conduct treated either as a felony or misdemeanor under the applicable penal law shall be regarded as felonious.
- B. **Misdemeanor Crime.** For an administrative charge based substantially or entirely on conduct punishable as a misdemeanor, the limitations period shall be three years from occurrence.
- C. **Other Misconduct.** For all other misconduct, the limitations period shall be two years from occurrence.

To be within the statutory period an allegation must be within both the year from discovery and the appropriate period as specified in Section A, B, or C above.

#### PROCEDURE:

- I. **DOCUMENTATION OF THE DATE ON WHICH MISCONDUCT WAS DISCOVERED BY THE DEPARTMENT AND BROUGHT TO THE ATTENTION OF THE CHIEF OF POLICE.** Charter Section 202.1 establishes the limitations periods during which a sworn tenured officer may be discharged, suspended, demoted in rank, or suspended and demoted in rank. Since the limitations period is based on the date the misconduct was discovered by the Department and came to the attention of the Chief of Police, documentation of the date on which specific information is obtained is essential. Generally, this will be the same as the "Date/Time Reported" on the Personnel Complaint, Form 1.81. On occasion, the initial information may be too vague to constitute misconduct and/or additional misconduct may come to the Department's attention during the subsequent investigation. A chronological record of contacts made during an investigation is essential in determining when the limitations period for the Department's investigation will end.



Effective immediately, commanding officers shall insure that a Chronological Record, Form 3.11.6, is completed by the supervisor assigned to complete a personnel complaint investigation. The Chronological Record shall be used to document, in-depth, a chronological record of the investigation, recording the dates and times of initial notification and all investigative contacts and processes. It shall include the person to whom information was given as well as the supervisor completing each entry. If the same supervisor completes all entries, a statement to that effect may be made at the end of the Chronological Record and signed by the supervisor. The Internal Affairs (IA) Number of the concerned personnel complaint shall be placed in the box titled "DR" at the top of each page of the Chronological Record.

**Exception:** It is not necessary to complete a Chronological Record in conjunction with the following disciplinary matters:

- \* Failure to Qualify;
- \* Failure to Appear in Court;
- \* Preventable Traffic Collision, when there is no other misconduct;
- \* Use of Force Internal Process Report; and
- \* Short form personnel complaint investigation.

**Note:** Following Skelly procedures, the original Chronological Record is to be forwarded with the completed Personnel Complaint through channels to Internal Affairs Group. Generally, the Chronological Record should not be used by the commanding officer in adjudicating the complaint and, thus, should not be included in the materials given to the accused employee with the Notice of Proposed Disciplinary Action, Form 1.88.

Supervisors completing a Chronological Record in conjunction with a personnel complaint investigation should be aware that the Chronological Record may be subject to discovery. Any Chronological Record completed in conjunction with such complaints shall only be released after confidential information, if any, is redacted and with the approval of the Commanding Officer, Internal Affairs Group.

When the investigation is completed by Internal Affairs Group, the Chronological Record shall be retained by Internal Affairs Group pending the adjudication of the complaint.

FEBRUARY 22, 1993

- II. **DOCUMENTATION OF THE DATE ON WHICH MISCONDUCT WAS DISCOVERED TO BE INCLUDED IN ALL ALLEGATIONS OF MISCONDUCT.** Effective immediately, the date on which the alleged misconduct was discovered by the Department and the person who was initially made aware of the misconduct shall be recorded as the last sentence in the summary of the personnel complaint investigation and the letter of transmittal for all allegations of misconduct.

**Example:** "This misconduct was brought to the attention of (or discovered by or observed by) Sergeant W. Green on April 6, 1992."

If further explanation is needed of how the alleged misconduct was discovered by the Department, it shall be included in an investigator's note within the personnel complaint, i.e., information from an anonymous person, unsigned letter, or a confidential informant.

**AMENDMENTS:** This Order adds Section 3/820.03 to the Department Manual.

**AUDIT RESPONSIBILITY:** Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

Attachment

**DISTRIBUTION "A"**



# SECTIONS 202 AND 202.1, ARTICLE XIX, CHARTER OF THE CITY OF LOS ANGELES

Sec. 202. (1) The right of an officer or employee of the Police Department, except the Chief of Police, to hold his office or position and to the compensation attached to such office or position is hereby declared to be a substantial property right of which he shall not be deprived arbitrarily or summarily, nor otherwise than as herein in this section provided. No officer or employee of the Police Department shall be suspended, removed, deprived of his office or position, or otherwise separated from the service of the Police Department (other than by resignation), except for good and sufficient cause shown upon a finding of "guilty" of the specific charge or charges assigned as cause or causes therefor after a full, fair and impartial hearing before the Board of Rights (except as otherwise specifically provided in Paragraphs two (2) and six (6) of this section). No case of suspension with loss of pay shall be for a period exceeding six (6) months.

(2) Provided, however, that the Chief of Police may:

(a) Temporarily relieve from duty any officer or employee of the Police Department pending a hearing before and decision by the Board of Rights of any charge or charges pending against such officer or employee; or he may

(b) Suspend such officer or employee for a total period not to exceed thirty (30) days with loss of pay and with or without reprimand, subject, however, to the right of such officer or employee to a hearing before a Board of Rights. In the event the officer or employee suspended under this subparagraph files his application with the Chief of Police (within the five [5] days after service upon him of notice of such suspension if he has been personally served or within ten [10] days if he has been served in any other manner as herein prescribed), for a hearing before and decision by a Board of Rights in the manner in this section provided, such suspension shall thereupon automatically become a temporary relief from duty pending hearing and decision by the Board of Rights. In the event, however, that such officer or employee so suspended under Subparagraph (b) of Paragraph Two (2) hereof, fails to so apply for such hearing within the period prescribed, he shall be deemed to have waived such hearing and such suspension shall remain effective, unless the Chief of Police required that a hearing be had, as hereinafter provided.

(3) In the event any order of relief from duty or order of suspension, demotion in rank, or suspension and demotion in rank is made under either Subparagraphs (a) or (b) of Paragraph Two (2), such order must contain a statement of the charges assigned as causes therefor, and the Chief of Police must (within five [5] days after such order of relief from duty or order of suspension is served as in this section prescribed) file with the Board of Police Commissioners a copy of a verified written complaint upon which such order of relief from duty or order of suspension is based, with a statement that a copy of such order of relief from duty or order of suspension and copy of verified complaint was served upon the accused. Such complaint must be verified by the oath of the person making the same and must contain a statement in clear and concise language of all the facts constituting the charge made. In the event that the Chief of Police fails to file the aforesaid statement and complaint within the five (5) day period heretofore prescribed, the aforesaid order of temporary relief from duty or order of suspension, demotion in rank, or suspension and demotion in rank shall thereupon become void and of no effect and shall be automatically revoked, and the accused officer or employee restored to duty with the department without loss of pay and without prejudice, the same as if no order of relief from duty or order of suspension had been made.

(4) The service of any notice, and order or process mentioned in this section, other than service of subpoena, may be made either by handing the officer or employee a copy thereof personally or by forwarding such copy by registered mail to his last known address of record with the Police Department if after due diligence he cannot be found.

(5) Within five (5) days after service upon him of copy of the aforesaid verified complaint if he has been personally served or within ten (10) days after service upon him of copy of the aforesaid verified complaint if he has been served in any other manner as herein prescribed, the accused officer or employee may file with the Chief of Police his written application for a hearing before and decision by a Board of Rights.

(6) In any case where such Board of Rights has been constituted for the purpose of hearing as herein in this section provided and the accused, without reasonable excuse, fails, neglects or refuses to appear before the said Board of Rights in session for such trial or hearing at the time and place designated, the Chief of Police may, at his discretion, either direct the Board of Rights to proceed with such trial or hearing in the absence of such accused, or he may, without such hearing, impose such penalty of suspension or removal as he deems fit and proper, and cause notice thereof to be served upon such officer or employee so suspended or removed in the manner herein prescribed, and file a statement of such action with the Board of Police Commissioners within five (5) days thereafter; and, provided further, however, that in the event the accused and Chief of Police both fail to draw and create such Board of Rights within the period prescribed in any case of temporary relief from duty pending hearing, then and in that event such temporary relief from duty shall be null and void and of no effect the same as if it had not been made.

(7) Upon the selection of a Board of Rights, the said Chief of Police shall appoint the time (not less than five [5] nor more than ten [10] days thereafter) and designate a place where such hearing is to be held, and shall cause notice

thereof to be served upon accused in the manner herein prescribed. The Board of Rights may at any stage of the proceedings (after it has first met in session at the time and place designated) continue from time to time the hearing of the matter pending before them.

(8) The members selected as prescribed in this Charter shall constitute the Board of Rights (for the purpose of hearing and deciding upon the matter for which it was specially drawn) and shall have the power to administer oaths and affirmations in any investigation or proceeding pending before said board, examine witnesses under oath, and compel the attendance of witnesses and the production of evidence before them, respectively, as the case may be, by subpoena to be issued in the name of the City of Los Angeles, and to be attested by the City Clerk of said City.

(9) The City Clerk shall, upon demand of the members of the said Board of Rights, issue such subpoena in the name of the City, and attest the same with the corporate seal thereof, and shall in such subpoena direct and require the attendance of the witnesses sought to be subpoenaed before the said board, at the time and place in said subpoena specified; and it shall be the duty of the Chief of Police to cause all such subpoenas to be served by some member of the Police Department upon the person or persons required to attend as aforesaid; and it shall be the duty of the Council upon the adoption of this Charter amendment to provide suitable penalties for disobedience of such subpoenas, and the refusal of witnesses to testify as herein provided.

(10) The City Attorney (or some duly authorized deputy) shall, upon request of the Board of Rights, sit with said Board or Rights during its session or hearing for the purpose of advising the said board on any and all legal matters pertaining to this section.

(11) At such hearing the accused shall have the right to appear in person and by counsel or representative, or both, and make defense to such charge and may produce witnesses to testify in his behalf and cross-examine witnesses against him. The accused shall have the right and privilege to select and name any officer of the department of any rank not higher than the rank of Lieutenant (who is not otherwise disqualified by reason of prejudice or being a party to the action in any capacity) to act as his defense representative at such hearing. The Chief of Police must immediately assign the officer so selected and named to act as such representative, and it is hereby made the duty of such officer to use every legal means available and exercise the best efforts of which he is capable to defend the accused at such hearing. All testimony at such hearing shall be given under oath, reported by a stenographer and transcribed and the accused shall be entitled to a certified copy of such transcript without charge or payment of fee. The said Board of Rights shall, at the conclusion of the hearing, make its specific findings of "guilty" and "not guilty" (on each specific charge) which must be based upon the evidence adduced before it at such hearing and not otherwise and render and certify its decision in writing. If the accused is found "not guilty," said board shall order his restoration to duty without loss of pay and without prejudice, and such order shall be self-executing and immediately effective. In case, however, that the accused is found "guilty," the said Board of Rights shall prescribe its penalty (by order in writing) of either suspension for a definite period not exceeding six (6) months with total loss of pay, and with or without reprimand; or reprimand without further penalty; or of removal from office or position; which decision and order must be certified in writing and a copy thereof immediately delivered to the Chief of Police. The departmental personal history and records of the accused shall not be available to the Board of Rights except and only in such cases where the accused has been found guilty of any charge upon which he was heard or tried by the Board of Rights, then only for the purpose of determining a proper penalty to be prescribed; provided, however, that in prescribing such penalty the said board must look to the nature and gravity of the offense of which the accused has been found guilty and may at its discretion review the departmental personal history and record of such accused; provided further however, that no item or entry in such record may be considered by the said board except in the presence of the accused, nor unless such accused has been given a fair and reasonable opportunity to explain any such item or entry.

(12) The Chief of Police shall thereafter execute the order of the Board of Rights within five (5) days after delivery to him of such certified copy of decision and order or, he may within five (5) days at his discretion and in lieu of such order, impose a penalty upon such officer or employee less in severity than that ordered by the Board of Rights, but may not impose a greater penalty. In the case of a suspension or removal, the Chief of Police shall cause a copy of his notice of suspension or removal (based upon the order of the Board of Rights or upon his modification thereof) to be served upon such officer or employee and shall file a statement of such action with the Board of Police Commissioners within five (5) days thereafter.

(13) In any case of penal suspension or removal prescribed by the Board of Rights (or by the Chief of Police in case no hearing is had before a Board of Rights) the time of such suspension shall be computed from the first day such officer or employee was so suspended or relieved from duty pending hearing before and decision by the Board of Rights and such removal shall relate back to and be effective as of the date of such relief from duty pending hearing before and decision by the Board of Rights.

(14) No officer or employee of the Police Department shall be twice tried for the same offense, except upon his request. In any case of exoneration of the

accused after a hearing before the Board of Rights, such exoneration shall be without prejudice to such officer or employee.

(15) At any time within three (3) years after any case of removal as hereinabove provided, the officer or employee so removed may file his request with the Chief of Police to be reheard or to be heard on the cause of his removal, together with his supporting affidavit specifically setting forth in clear and concise language the reasons or grounds therefor. The Chief of Police must consider and decide upon such request and affidavit within thirty (30) days after such filing. If good reason or cause appears therefor, the Chief of Police must, without unnecessary delay, cause a Board of Rights to be constituted in the manner hereinabove provided for the purpose of hearing and deciding upon the matter. The said Board of Rights shall proceed as in this Charter prescribed, and shall at the conclusion of the hearing render and certify its findings (independent of any previous findings by any other Board of Rights, or any other court, board or other tribunal, or any investigation or report of or discretion exercised by the Chief of Police in such cases where no hearing was had before a Board of Rights), based upon the evidence adduced before it at such hearing and not otherwise; and shall make and certify its decision and order in writing, and shall deliver a copy thereof to the Chief of Police. The Chief of Police shall thereupon proceed in the same manner as is hereinabove provided for after decision by the Board of Rights.

(16) If, as and when the Board of Police Commissioners herein referred to should become abolished, then, and in that event, wherever in this section the Board of Police Commissioners is named or referred to there shall be read into this section in place thereof, the name of the officer, board or other body created in its place to assume the functions, powers and duties of such Board of Police Commissioners; or, in the absence of such specific provision, then there shall be read into this section the name of the officer, board or body to whom such powers or duties may be delegated, or who shall assume such powers or duties.

(17) This section shall not be construed to in any way affect any other rights any officer or employee may have to pursue or assert any and all other legal rights or remedies in relation to his office or position or to the compensations attached thereto, or to appeal to or be heard or tried by or before any court or other tribunal of competent jurisdiction, whether such court or other tribunal of competent jurisdiction, whether such court or other tribunal now exists or may be hereafter created or established.

(18) Any person restored to duty or reinstated in his office or position after suspension or removal, as provided in under any provision of this section, shall be entitled to receive full compensation from the City the same as if such suspension or removal had not been made, provided that such compensation shall not be for more than six (6) months salary.

Sec. 202.1 (a) The provisions of section 202 of this Charter shall not apply to any member of the Police Department (police officer) who has not completed the period of probation in his or her entry level position, as elsewhere provided in this Charter (non-tenured officer). Non-tenured police officers, where otherwise entitled by law to hearing or appeal with regard to proposed or imposed discipline, shall be provided such a hearing or appeal under procedures promulgated by the Chief of Police.

(b) In addition to the powers of the Chief of Police set forth in subsections (2)(b) and (6) of section 202 of this Charter, the Chief of Police shall have the power to demote in rank, with or without suspension or reprimand or both, any tenured officer, subject to the right of such officer to an appeal to a Board of Rights as provided in section 202 of this Charter for discipline administered under section 202(2)(b) of this Charter. In addition to the authority conferred by section 202 of this Charter to prescribe penalties after hearing and upon a finding of "guilty" on a charge or charges, a Board of Rights created under the provisions of section 202 of this Charter shall have the additional power under section 202(11) to prescribe the penalty of demotion in rank, with or without suspension or reprimand or both. For purposes of this section, demotion in rank shall mean reduction in civil service classification. The provisions of this section shall not apply to reductions in paygrade or similar personnel actions caused by reassignment, deselection from bonused positions, and the like. Such reductions shall be administered under policies adopted by the Department.

(c) No tenured officer of the Police Department shall be discharged, suspended, demoted in rank, or suspended and demoted in rank for any conduct that (1) was discovered by the Department and brought to the attention of the Chief of Police more than one year prior to the filing of the complaint against the officer under section 202(3) of this Charter or (2) falls outside of the applicable limitations period below. Such limitations period shall have reference to the date on which the Chief of Police files a complaint against an officer under section 202(3) of this Charter. For the purpose of ascertaining such period only, conduct, wherever it occurred in fact, shall be deemed to have occurred within the City. For an administrative charge based substantially or entirely on conduct which may be punishable criminally, the limitations period shall be based upon the most comparable, applicable penal law--federal, state, county, or City:

(1) If violation of such law is punishable as a felony, the limitations period shall be that established for such crime. Where no limitations period is established for such felony, there shall be no limitations period for administrative purposes. Conduct treated either as a felony or misdemeanor under the applicable penal law shall be regarded as felonious.

(2) For an administrative charge based substantially or entirely on conduct punishable as a misdemeanor, the limitations period shall be three

years from occurrence.

(3) For all other misconduct the limitations period shall be two years from occurrence.

(d) In Board of Rights proceedings, the Department shall have the burden of proving each charge, including those based on conduct punishable in whole or in part as a crime, by a preponderance of the evidence.

(e) A Board of Rights shall be composed of two officers of the rank of captain or above and an individual who is not a member of the Department (civilian member). The qualifications of, selection procedures for, and compensation of such civilian members shall be established by ordinance. Upon the filing of the request for a hearing before a Board of Rights, as provided in section 202(5), the accused officer shall draw four cards from a box containing the names on cards of all officers who are qualified to sit upon such Board (excepting the names of the accused, accuser, the Chief of Police, any Assistant Chief of Police, and such other officer as may be otherwise prejudiced or otherwise disqualified by reason of being a material witness to the facts constituting the charges made), and shall select any two of the four names drawn to sit upon the Board of Rights to hear and decide upon the charges against him or her, rejecting the two names not selected by replacing them in the box. Such two command officers and the civilian member selected shall constitute the Board of Rights to hear and decide the matter. In the event the accused fails, in any case, to request a hearing before a Board of Rights as provided in section 202(5) within the period there prescribed, the Chief of Police may require a hearing to be had before a Board of Rights and may for that purpose within five days after the expiration of such period draw two names from such box to sit on such Board. A civilian member also shall sit on such Board. The three individuals thus selected shall constitute the Board of Rights.

(f) Until such time as the ordinance mentioned in subsection (e) of this section is adopted and implemented, the composition and manner of selection of Board of Rights shall be that specified in subsections (6) and (7), as the case may be, of section 202 of this Charter as they read immediately prior to the adoption of this provision.

(g) Evidence of prior acts, irrespective of whether they were associated with a personnel complaint against the accused and irrespective of the resolution of such complaint, may be considered in the discretion of a Board of Rights if relevant to the charges, such as, if tending to prove that the conduct charged is consistent with a pattern of conduct. At the penalty stage, the Board may consider the entire departmental personnel history and record of the accused, which shall include, among other things, information concerning personnel complaints against the accused that were sustained and information derived from complaints against the accused that were not resolved, to the extent and in the manner allowed by Department policy.

(h) The provisions of this section and of the amendments to section 202 being made contemporaneously herewith shall not apply to the discipline of any officer who was relieved from duty or who appealed a suspension to a Board of Rights prior to the date on which these Charter amendments took legal effect. Such matters shall be adjudicated in accordance with section 202 as it existed prior to such date.

(i) Should any provision of this section or of the amendments to section 202 being made contemporaneously herewith be determined by the courts to be unlawful in whole or in part, such determination shall not affect the validity of the remaining provisions. The provisions of this section control over any contrary provisions in section 202 of this Charter, and any uncertainties in such regard are to be resolved in favor of the primacy of the provisions of this section.





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 2, 1993

**SUBJECT:** PROCEDURES FOR HANDLING LETTERS OF COMPLAINT FROM THE PUBLIC WHICH ALLEGE MISCONDUCT BY DEPARTMENT EMPLOYEES

**PURPOSE:** For several years there has been an informal procedure in place for handling letters of complaint from the public which allege misconduct by Department employees. Lack of written guidelines has resulted in many questions about the procedure and has sometimes caused confusion regarding specific responsibilities. This Order formalizes the procedure for investigating letters received from the public alleging misconduct on the part of Department employees.

**PROCEDURE:**

- I. **LETTERS OF COMPLAINT FROM THE PUBLIC.** Letters of complaint from the public which allege misconduct by Department employees may be comprised of any written material, including formal letters, notes, or completed Complaint of Employee Misconduct forms.
  - A. **Employees - Responsibilities.** Employees who receive letters of complaint from the public which contain allegations of misconduct against Department employees shall, without delay, deliver the letters to their watch commander or supervisor.
  - B. **Watch Commanders/Supervisors - Responsibilities.** A watch commander or supervisor receiving a letter of complaint from the public which contains an allegation of misconduct shall immediately forward the original copy of the letter to his or her commanding officer.
  - C. **Commanding Officers - Responsibilities.** Commanding officers shall:
    - \* Ensure that a copy of each letter which contains an allegation of misconduct against a Department employee is immediately forwarded to Internal Affairs Division, where a control number (IA number) will be issued; and
    - \* Assign a supervisor to complete a preliminary investigation for each letter of complaint from the public.

**Note:** Supervisors should be instructed that preliminary investigation interviews should be conducted in person whenever possible.

MARCH 2, 1993

If the preliminary investigation reveals allegations of misconduct, a formal personnel complaint shall be initiated and processed in accordance with established procedures. The original copy of the complainant's letter shall be included as an addendum in the complaint.

If the preliminary investigation determines that no allegations of misconduct exist, the commanding officer shall ensure that a letter is prepared to the complainant explaining the results of the investigation. The original copy of the commanding officer's letter to the complainant, a fact sheet, a copy of the complainant's letter, and an Intradepartmental Correspondence, Form 15.2, requesting that the IA number be closed and that the letter of complaint be filed as a Miscellaneous Memorandum shall be forwarded, through the chain of command, to Internal Affairs Division. The original copy of the complainant's letter shall be maintained in the investigating Area/division's files.

If a letter of complaint involves employees from another command, commanding officers shall forward the letter to the commanding officer of the concerned command and indicate in the transmittal correspondence that a copy of the complainant's letter has been forwarded to Internal Affairs Division.

- D. Internal Affairs Division - Responsibilities.
- Internal Affairs Division shall assign an IA number to each letter of complaint from the public and forward a written reply to the complainant acknowledging receipt of the letter, explaining that an investigation will be conducted, and indicating that a close-out letter will be sent when the investigation is complete. Internal Affairs Division shall also ensure that copies of the complainant's letter have been forwarded to the concerned employee's commanding officer and to the concerned bureau commanding officer for information and audit purposes.

When the original copy of the commanding officer's letter to the complainant is received from the investigating entity, Internal Affairs Division shall ensure that the letter is mailed to the complainant.

MARCH 2, 1993

E. Duplicate Letters of Complaint. When subsequent letters of complaint regarding the same incident are received, commanding officers shall review the letters to determine if they contain any new or additional information that requires further investigation. If further investigation is required, commanding officers shall ensure that an investigation is conducted in accordance with these procedures.

If no further investigation is required, a copy of subsequent letters of complaint shall be filed with the original letter. If a prior personnel complaint has been completed and no further investigation is necessary, the IA number shall be documented on subsequent letters and the letters shall be forwarded to Internal Affairs Division.

AMENDMENTS: This Order adds Section 3/815.35 to the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer and the Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MARCH 12, 1993

SUBJECT: DOCUMENTATION OF PRISONER TELEPHONE CALLS - REVISED

PURPOSE: A recent audit conducted by Support Services Bureau has determined that the widespread availability of coin operated and charge telephones within Jail Division has rendered the necessity of documenting local calls made at City expense obsolete. The audit also disclosed that most prisoners opt to complete calls on their own by utilizing a charge card, retained money, or by calling collect. As a result, the Department's general guidelines on telephone calls have been amended.

PROCEDURE:

I. ARRESTING/CUSTODIAL OFFICERS - RESPONSIBILITIES.

Effective immediately, arresting and custodial officers are no longer required to routinely document calls made at City expense by arrestees. In accordance with existing procedures, arresting and custodial officers shall continue to allow adult arrestees to make telephone calls before and after booking. When a juvenile is taken to a place of confinement, the arresting officer shall be responsible for immediately advising the juvenile of the right to complete three telephone calls within three hours of the time of arrest. Officers shall ensure that two of the telephone calls are completed within one hour of the time of arrest.

Exception: Arresting and custodial officers shall document calls made at City expense for adult and juvenile arrestees when directed by the concerned investigating officer or a supervisor. For adult arrestees, a notation shall be made on the Custody Record page of the Los Angeles Consolidated Booking Form, Form 5.1. For juveniles, a notation shall be made on the related report and, if the minor is detained in a facility of another department, on the required entrance form. If no other reports are made, the information shall be recorded on a Field Interview Report, Form 15.43.

II. COMMANDING OFFICERS - RESPONSIBILITIES. Commanding officers of any location within a Department facility where an arrestee may be detained are reminded to ensure that a sign is posted in a conspicuous place containing the following information in bold block type.

Arrestees have the right to three free telephone calls within the local dialing area, or at their own expense if outside the local area. Arrestees may make calls to the following persons:

MARCH 12, 1993

- (1) An attorney of their choice or, if they have no funds, the public defender or other attorney assigned by the court at (213) 974-2811. This telephone call shall not be monitored, eavesdropped upon, or recorded; or
- (2) A bail bondsman; or
- (3) A relative or other person.

Signs containing the above cited information may be obtained from Jail Division for those Department facilities which do not have a posted sign.

**AMENDMENTS:** This Order amends Sections 4/658.10 and 4/658.12 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

N O T I C E

April 22, 1993

TO: All Personnel

FROM: Chief of Police

SUBJECT: WITHDRAWAL OF SPECIAL ORDER NO. 8, 1993

Effective immediately, Special Order No. 8, dated April 8, 1993, and distributed Department-wide on April 20, 1993, is rescinded.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"







Officers will be allowed a combined total of 256 hours worked on and off duty during a deployment period. This combined total excludes accumulation of on-duty overtime hours.

**Example:** An officer on vacation for an entire deployment period would be allowed to engage in 256 hours of outside employment, while an officer on duty for all 19 regular working days of the deployment period would only be allowed to work a total of 104 hours of outside employment.

Outside employment shall include employment by another employer, self-employment, or ownership of a company engaged in providing goods or services to individuals or organizations. Department employees accepting outside employment should be aware that they may not be entitled to legal representation, payment of an adverse judgment, or other benefits from the City that are usually afforded an employee while working on duty. Officer's should realize that when they accept off-duty employment, they are generally being hired to perform specific duties for an employer. Thus, officers would be well advised to have a firm commitment from the employer concerning any subsequent legal representation or other benefits that may become necessary as a result of their conduct in protecting their outside employer's interests.

An employee shall not enter into any outside employment without having first submitted a Permit for Outside Employment, Form 1.47, with a summary of proposed duties, location, and employer. Following Department review and approval, an employee shall not change the nature or location of the outside employment without having first submitted the proposed change for Department review. If the outside employment is not approved, the employee shall be notified as soon as possible.

Once outside employment is approved, it shall be reviewed annually thereafter upon the employee's initiative to reapply for a work permit. Continuance of outside employment that has been determined to be a non-approved activity shall be considered misconduct and may result in disciplinary action.

Recommendation for approval or denial of outside employment shall be made by the concerned commanding officer. The commanding officer will then forward, within five working days, the Permit for Outside Employment, Form 1.47, to Personnel and Training Bureau. In the event a Permit for Outside Employment is denied by the commanding officer of Personnel and Training Bureau, an officer may initiate an emergency grievance to the Chief of Police as per the Memorandum of Understanding (MOU), culminating in binding arbitration.

Prohibited activities include those which:

- \* Involve employment at, or ownership of, a business regulated by a permit granted by the Board of Police Commissioners;

**Note:** This prohibition shall be based upon a presumption that such employment constitutes a conflict of interest, on which basis the permit shall be recommended for disapproval by the employee's commanding officer. However, this presumption may be rebutted upon a showing by the employee, to the Commanding Officer, Personnel and Training Bureau, that the specific outside employment does not constitute a conflict of interest. The prohibition shall not apply to a business for which the only permit granted by the Board of Police Commissioners is a business alarm permit. Work permits of personnel affected by this prohibition shall not be renewed at the end of the current term.

- \* Involve employment at a premises, either within or exterior to and contiguous to a location, where the primary source of business is regulated by the California Department of Alcoholic Beverage Control.
- \* Involve ownership, supervision, coordination, or a major interest on the part of the Department employee in a firm or service that provides private detectives or plainclothes security agents within the City of Los Angeles. Any officer who has a valid permit on file for this type of outside employment shall have up to eighteen (18) months from the effective date of this Order in which to cease involvement in that employment.
- \* Involve employment in which the employee and the outside employer share an on-duty supervisor/subordinate relationship.
- \* Involve employment on the part of an officer that is prohibited by California law.

Personnel engaged in outside security employment at the site of a strike, lockout, picketing, or other physical demonstration of a labor dispute shall immediately notify their commanding officer. In addition to any other directions received from the commanding officer, personnel shall adhere to the following conditions:

- \* Officers shall confine their activities to security at the affected location;
- \* Officers shall not involve themselves in the job action itself;
- \* Security activities shall not be directed at individuals engaged in lawful picket activities;
- \* In the event that police action is necessary to protect life or property due to unlawful action by picketers, on-duty police personnel shall be called to take enforcement or preventive action;

- \* Officers shall, by their presence and/or conduct, maintain an attitude and position of neutrality in regard to the strike action; and
- \* Officers shall refuse to fill any position vacated by a striking employee.

The Department may take into consideration the medical restrictions of an employee and the effect outside employment has on his or her ability to perform as a Department employee. If the outside employment is having an adverse effect on the duty performance of an officer, the commanding officer shall articulate, in writing, that determination based upon specific medical documentation in any recommendation of denial or revocation of a Permit for Outside Employment.

Entry level probationary employees cannot engage in outside employment except in their third phase of probation.

The Commanding Officer, Personnel and Training Bureau, may determine that specific outside employment is not inconsistent, incompatible or in conflict with, or inimical to the duties, functions, or responsibilities of the Department on a case-by-case basis.

**Note:** For additional regulations pertaining to off-duty employment at motion picture/television filming locations, see Sections 52.28, 80.03, and 80.03.1 of the Los Angeles Municipal Code.

#### PROCEDURES:

- I. **OFF-DUTY EMPLOYMENT - PERSONAL CONDUCT.** Employees engaged in outside employment shall conduct themselves in a similar manner as if on duty with particular emphasis on courtesy, attention to duty, and the prevention of violation. Failure to do so may lead to disciplinary action and/or revocation of the Permit for Outside Employment.

Officers, while engaged in outside employment, if and when the occasion arises, shall at all times take proper action concerning any offense or condition of which they have knowledge and which would normally require police attention, including arrests and making reports.

**Exception:** Off-duty officers employed by a motion picture/television filming company shall not issue citations for moving, non-moving, or parking violations. When an off-duty officer believes enforcement action is appropriate at a filming

location, the officer shall either proceed by Complaint Application, Form 5.15, warn the violator, or shall summon on-duty personnel who shall be responsible for the final determination regarding enforcement action.

## II. APPLICATION FOR OUTSIDE EMPLOYMENT.

- A. **Employees' Responsibilities.** When an employee other than the commanding officer (3/105), wishes to engage in outside employment, the employee shall submit five signed copies of a Permit for Outside Employment, Form 1.47, to his or her immediate supervisor.
- B. **Supervisors' Responsibilities.** Supervisors shall sign and date the permit application and return the fifth copy to the employee as a receipt of submission. The supervisor shall immediately forward the four remaining copies to the requesting employee's commanding officer.

**Note:** For employment at a motion picture or television filming location, the Form 1.47.1 shall be used in lieu of the Form 1.47.

## III. INVESTIGATIONS OF OUTSIDE EMPLOYMENT PERMITS. Prior to recommending approval of a request for a Permit for Outside Employment, a commanding officer shall ascertain whether:

- \* The employment is not a prohibited type (1/270).
- \* The commanding officer of the geographic Area where the place of employment is located (if in the City of Los Angeles) has been contacted and approves of the place of employment.

## IV. APPROVAL OF PERMIT FOR OUTSIDE EMPLOYMENT. Following the investigation of a request for a Permit for Outside Employment, the applicant's commanding officer shall:

- \* Recommend approval or disapproval;
- \* If disapproval is recommended, write in the reason;
- \* Sign all four copies;
- \* Forward all four copies within five working days from the date submitted to the Commanding Officer, Personnel and Training Bureau, for approval or disapproval.

If the Commanding Officer, Personnel and Training Bureau, disapproves the Permit for Outside Employment, the applicant will be notified in writing, with the reason for



disapproval attached, within five working days from receipt of the Permit for Outside Employment by Personnel and Training Bureau.

If an officer has maintained an on-going, valid Permit for Outside Employment which, during the term of the permit, the Department now believes is incompatible, inconsistent, or in conflict with the duties of a Los Angeles police officer, the work permit will not be deemed denied until the officer has exhausted his or her administrative appeal right under the applicable grievance procedure through the Chief of Police level of review. For revocation of a Permit for Outside Employment at the time of annual renewal, see Manual Section 3/744.32.

**Note:** If the outside employment is approved, the applicant will be notified, in writing, within five working days.

- V. **APPEAL PROCEDURE.** An employee may appeal the determination of the Commanding Officer, Personnel and Training Bureau, that the outside employment is not compatible with Department employment by initiating the emergency grievance procedure as per the Memorandum of Understanding (MOU), which may culminate in binding arbitration.
- VI. **EXPIRATION OF PERMITS FOR OUTSIDE EMPLOYMENT.** The Permit for Outside Employment will be valid for no more than one year from the date of final approval. In the event of a grievance, the period of approval will not begin until the grievance process is completed.
- VII. **COMMANDING OFFICER TO REVIEW OUTSIDE EMPLOYMENT PERMITS.** Commanding officers shall audit their records each month and check to ensure that outside employment of employees within their command is not impairing their duty performance. Impairment of the effectiveness or efficiency of an employee by reason of the outside employment shall be cause for immediate recommendation by the concerned commanding officer to the Commanding Officer, Personnel and Training Bureau, that the permit be revoked.
- VIII. **EMERGENCY OUTSIDE EMPLOYMENT.** In the event a request for approval to engage in outside employment is submitted by an applicant without sufficient time to forward the request to the office of the Commanding Officer, Personnel



and Training Bureau, for approval, the applicant's commanding officer shall carry out the required investigation (3/744.24). The investigation may be accomplished by telephone. Upon completion of the investigation, the commanding officer may give immediate conditional approval of the employment, subject to final approval by the Commanding Officer, Personnel and Training Bureau. The applicant's commanding officer shall immediately thereafter forward the Permit for Outside Employment to the Commanding Officer, Personnel and Training Bureau.

**Note:** Emergency requests for a Permit for Outside Employment at a motion picture or television filming location shall be submitted on a Form 1.47.1 rather than a Form 1.47.

When the applicant's commanding officer is unavailable, the on-duty watch commander in the applicant's division of assignment may give conditional approval of the Permit for Outside Employment after conducting a summary investigation. The watch commander shall immediately forward the Permit for Outside Employment to the commanding officer for review and concurrence of the conditional approval. The commanding officer shall forward the Permit for Outside Employment to the Commanding Officer, Personnel and Training Bureau.

- IX. **OUTSIDE EMPLOYMENT DURING SEASONAL EVENTS.** One Permit for Outside Employment covering several events may be submitted by an officer concerning crowd control during seasonal events, so long as the period does not extend beyond one year.

**Example:** An officer may be granted one permit covering crowd control work at the Coliseum during football games.

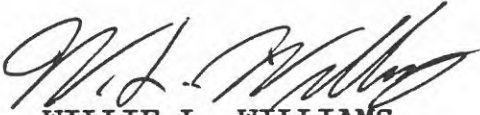
- X. **COMPLETION OF REPORTS BY STORE SECURITY OFFICERS.** Off-duty officers employed in store security positions within the City of Los Angeles making shoplifting arrests shall complete the necessary crime and arrest reports prior to requesting on-duty personnel.

**FORM AVAILABILITY:** The revised Permit for Outside Employment, Form 1.47, will be available at Supply Division in 90 days. The revised Form 1.47 is attached for duplication and immediate use.

**MANUAL AMENDMENTS:** This Order amends Sections 1/270.30, 3/744.08, 3/744.20, 3/744.24, 3/744.32, 3/744.36, 3/744.40, 3/744.48, 3/744.80, and 3/744.88 of the Department Manual.

APRIL 8, 1993

**AUDIT RESPONSIBILITY:** Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Willie L. Williams', is written over the typed name.

**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**

\* Make Five copies  
for distribution \*

LOS ANGELES POLICE DEPARTMENT  
PERMIT FOR OUTSIDE EMPLOYMENT

OFFICE USE ONLY  
CODE:

DATE \_\_\_\_\_

LAST		FIRST		M.I.	SERIAL NO.	RANK OR C.S. CLASS	DIV. ASSIGNED
DIV. OF OUTSIDE EMPLOYMENT		FIRM OR EMPLOYER'S NAME				PHONE NO.	
IS OUTSIDE EMPLOYMENT IN A DEPARTMENT UNIFORM? YES _____ NO _____		EMPLOYERS ADDRESS				CITY-ZIP CODE	
LOCATION OF WORK PERFORMED				SPECIFIC DAYS & HOURS OF EMPLOYMENT		SALARY PER HOUR	
DESCRIPTION OF SPECIFIC DUTIES TO BE PERFORMED							
-----							

Are Police Commission permits or ABC license(s) involved? ----- YES \_\_\_\_\_ NO \_\_\_\_\_

Is a labor dispute or picketing in progress or anticipated? ----- YES \_\_\_\_\_ NO \_\_\_\_\_

Is union affiliation required? ----- YES \_\_\_\_\_ NO \_\_\_\_\_

Does the outside employer provide you with insurance coverage (injury, death, liability, etc)? ----- YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have any other current approved work permits? How many \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

During the last 12-month period number of: SICK \_\_\_\_\_ IOO \_\_\_\_\_ day(s) used.

the employee on restricted duty? (IOO, Light-duty, etc. if yes, attach 15.7) ----- YES \_\_\_\_\_ NO \_\_\_\_\_

Are any Consumer Affairs Business Licenses, or other licenses or permits required? ----- YES \_\_\_\_\_ NO \_\_\_\_\_

I agree I shall not become involved in any investigations of, nor undertake representation of a party to any civil or criminal matters involving the City of Los Angeles, or that are in conflict with the interest of this Department or the City of Los Angeles.

I have read existing Department policies and procedures governing outside employment and off-duty conduct, and agree to adhere to those policies and procedures. I have read Penal Code Section 830.1 and understand the limitations on my peace officer powers. I understand that while engaged in activities within the course and scope of my outside employment I am an agent of my secondary employer, and that my right to compensation for injuries and indemnification for civil and/or criminal liability extends only to my secondary employer and not to the City of Los Angeles.

I agree to submit a new permit for outside employment annually or each time the nature or location of the work to be performed changes, or my secondary employer changes. The duties described above are an accurate representation of those duties which I will be performing in the course and scope of my secondary employment.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWING/RECEIVING SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

\* SPECIAL \* EMERGENCY OUTSIDE EMPLOYMENT  
CONDITIONALLY APPROVED BY; \_\_\_\_\_ DATE \_\_\_\_\_

The Commanding Officer's recommended approval certifies that an investigation has been made in compliance with Section 3/744.24 of the Department Manual, that the employment is not of the prohibited type, and that the employee is qualified to discharge the specific duties as prescribed.

NOTIFY THE AREA COMMANDING OFFICER OF THE OUTSIDE DIVISION WHERE EMPLOYMENT IS TO BE PERFORMED, IF APPLICABLE.			DATE
NOTIFIED BY WHOM?		PERSON NOTIFIED	
COMMANDING OFFICER, DIVISION OF ASSIGNMENT (SIGNATURE)		RECOMMENDATION	DATE
		APPROVE	
		DENY	
COMMANDING OFFICER, PERSONNEL & TRAINING BUREAU (SIGNATURE)		APPROVED	DATE
		DENIED	

COMMENTS:

EXPIRES:

## CITY ATTORNEY DISCLOSURE STATEMENT

OFFICERS – FORM TO BE COMPLETED ON ALL FELONY AND MISDEMEANOR ARRESTS

DETECTIVES – FORM TO BE FILED WITH CITY ATTORNEY ONLY

Los Angeles Police Department

TYPE OF REPORT	BOOKING NO.	DR NO.
----------------	-------------	--------

1. All currently existing reports (except personnel investigations) connected to this investigation, including crime, property, arrest, schematic, refusal, follow-up, etc., including those of other suspects, are cross-referenced in this report.
2. The names, assignments, serial numbers, and work phone numbers of all officers who saw, heard or otherwise perceived (1) any events leading to or involving the commission of the crime; (2) any arrest and/or search made in connection with the crime; (3) any statement of a suspect or witness; (4) any test performed at the scene (e.g., FST, scientific); (5) any intoxication or impairment of a suspect or witness; and/or (6) any facts necessary for probable cause for a warrant, search or detention, are listed in the report. Also listed in the report are the names, business and/or home addresses, business and/or home phone numbers of all civilian witnesses (except confidential informants) who provided information (whether incriminating or exonerating) as to any of the above listed categories.
3. All known oral statements made by any suspect or witness concerning the offense are included in a referenced report.
4. Copies of all original officer notes relating to statements of suspects or witnesses are attached.
5. All items of evidence seized, photographs (except booking), audio and video tape recordings (except Communications Division records) are mentioned in one of the referenced reports.
6. If any of the above items have been lost or destroyed, this fact is mentioned in a referenced report.
7. Any known fact which might indicate innocence of this crime or which might be substantial material evidence favorable to any suspect or which might damage the believability of a prosecution witness is mentioned in a referenced report.

All of the above statements are true.

SIGNATURE	SERIAL #	DIVISION OF ASSIGNMENT	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

APRIL 30, 1993

SUBJECT: COMPLETION OF FIREARM REGISTRATION REPORT, FORM 12.49 -  
REVISED

PURPOSE: Department Manual Section 3/610.20 currently requires officers to immediately complete and forward to the Gun Detail, Detective Headquarters Division, a Firearm Registration Report, Form 12.49, for each concealable firearm carried or intended to be carried on or off-duty by virtue of peace officer status when such firearm comes into or leaves their ownership, possession, or control. Existing law also requires that a Dealer Record of Sale or a Peace Officer's Record of Purchase of Firearm, when a firearm is sold or transferred from one peace officer to another under Section 12078 of the Penal Code, also be completed. The information on these forms and the Form 12.49 goes into the Automated Firearms System (AFS). This results in the information being put into the AFS twice. To reduce the number of incidents where this duplication of effort occurs, this Order eliminates the requirement for completion of a Form 12.49 when other appropriate documents are completed.

PROCEDURE:

Effective immediately, whenever an officer acquires or transfers ownership, possession, or control of a concealable firearm and a Dealer Record of Sale or a Peace Officer's Record of Purchase of Firearm has been completed and forwarded to the Department of Justice, the officer is not required to complete a Form 12.49. Officers shall continue to complete and forward to the Gun Detail a Form 12.49 whenever neither of the above documents has been completed.

Note: This amendment does not affect other requirements of Section 3/610.20 with regard to notifying the Department Armorer when a registered firearm leaves an officer's ownership, possession, or control.

AMENDMENTS: This Order amends Section 3/610.20 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

MAY 14, 1993

SUBJECT: PULL NOTICE PROGRAM

PURPOSE: Vehicle Code Section 1808.1, Employer Notification, requires employers with employees who operate vehicles requiring commercial driver's licenses to monitor the employees' driving records and take appropriate action whenever a Department of Motor Vehicles (DMV) action is taken against a driving record that may affect an employee's ability to operate a commercial vehicle. Under authority of this Vehicle Code section, the DMV uses a document called a "pull notice" to inform the Department of any driving convictions, failures to appear, accidents, driver's licenses suspensions or revocations, or any similar actions taken by the DMV which affect Department employees with Class A or Class B driver's licenses, or Class C licenses with commercial endorsements, and who operate Department vehicles requiring these licenses.

This Order establishes Department Pull Notice Program procedures for employees who are licensed to operate commercial vehicles for the Department.

PROCEDURE:

- I. PULL NOTICE PROGRAM. All employees who have commercial driver's licenses (defined as Class A or Class B driver's licenses, or Class C driver's licenses with a commercial endorsement as defined in Section 1808.1 of the California Vehicle Code) and who have been proficiency tested by the Emergency Vehicle Operation Course (EVOC) Unit, Training Division, to operate Department vehicles or equipment that require these classes of licenses shall be registered in the Pull Notice Program.

Note: Only Department employees who have commercial driver's licenses and have been proficiency tested by the EVOC Unit may operate Department vehicles or equipment for which commercial licenses are required. Employees with commercial licenses who have not been proficiency tested by the EVOC Unit are prohibited from operating such Department vehicles and equipment.

- A. Employees - Responsibilities. Employees with commercial driver's licenses who have been proficiency tested by the EVOC Unit to operate Department vehicles or equipment that require a commercial license shall notify their commanding officer when they obtain the license and whenever their commercial driver's license changes classification.

MAY 14, 1993

**B. Commanding Officers - Responsibilities.** Commanding officers shall ensure that:

- \* All personnel in their commands who operate vehicles or equipment requiring a commercial driver's license are properly licensed and proficiency tested by the EVOC Unit prior to operating the vehicles or equipment.

**Note:** Commanding officers may request Department proficiency testing of employees for commercial licenses by forwarding an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Training Division.

- \* A request to register employees in the Pull Notice Program is forwarded to Traffic Coordination Section whenever employees obtain commercial driver's licenses and the employees:

- \* Are proficiency tested by the EVOC Unit, Training Division; and
- \* Will be operating Department vehicles or equipment for which a commercial license is required.

**Note:** A copy of the request shall be forwarded to the EVOC Unit, Training Division.

- \* Appropriate certification records for employees operating commercial vehicles or equipment are on file in the employees' Area/division of assignment.
- \* Traffic Coordination Section and the EVOC Unit are notified whenever an employee with a commercial driver's license reports a change in driver's license classification or is transferred to another command.

**Note:** Commercial license certification records shall be forwarded to the new command when an employee transfers.

**C. Traffic Coordination Section - Responsibilities.** Traffic Coordination Section shall be responsible for the following duties:

- \* Coordinating and administering the Department's Pull Notice Program.
- \* Maintaining Pull Notice Program records.
- \* Making additions to and deletions from the Pull Notice Program as required.

- \* Reviewing all pull notices received from the Department of Motor Vehicles.
- \* Forwarding pull notices that indicate action taken against an employee's driver's license to the employee's commanding officer.

**Note:** A copy of the pull notices shall also be forwarded to the EVOC Unit, Training Division.

- \* Monitoring active pull notices and sending follow-up notices to concerned commanding officers, if required.
- \* Updating Department Pull Notice Program records when pull notices are returned by commanding officers after appropriate action has been taken.

**D. Training Division - Responsibilities.** Training Division shall be responsible for the following duties:

- \* Conducting driver proficiency testing and certification for every sworn and civilian Department employee who operates vehicles or equipment that require a commercial driver's license.
- \* Conducting periodic on-site inspections of commercial driver certification records to ensure that records are being properly maintained at Areas/divisions.
- \* Ensuring that Training Management System records are updated to include commercial driver's license information for each employee at the time the license is issued or whenever notification is received that the status of a license has changed.

**E. Officers in Special Assignments.** Commanding officers of employees with Department-certified commercial driver's licenses who are transferred into special assignments which require having employee records removed from Department files shall ensure that the employees are also removed from the Pull Notice Program. This can be accomplished by adding Pull Notice Program records to the Personnel Division copy of the hand-delivered Form 15.2 which removes other records. Commanding officers of employees in special assignments shall ensure that the employees who have Department-certified commercial driver's licenses are re-registered in the Pull Notice Program upon their transfer from the special assignment by submitting an Intradepartmental Correspondence, Form 15.2, to the Officer-in-Charge, Traffic Coordination Section.

MAY 14, 1993

**II. INVESTIGATING REPORTS OF DMV ACTION AGAINST EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSES.** Upon receiving a pull notice from Traffic Coordination Section, commanding officers shall:

- \* Ensure that the affected employee takes the appropriate action to clear his or her driving record, as necessary.
- \* After the employee takes the appropriate action, cause a statement to be made on the notice that the matter has been corrected (or that no action was appropriate), have the commanding officer's signature block placed on the notice, sign the notice, and return it to Traffic Coordination Section. All DMV, court, or other documentation relating to clearance of the pull notice shall be forwarded with the notice as attachments.

**Note:** A copy of completed pull notices shall also be forwarded to the EVOC Unit, Training Division.

- \* When the information in the pull notice could be construed as misconduct, ensure that the appropriate investigation is conducted.

**MANUAL AMENDMENTS:** This Order amends Sections 2/1048.10 and 2/720.21 of, and adds Section 3/209 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The Department Traffic Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

MAY 25, 1993

**SUBJECT:** ADJUSTMENT OF PROBATIONARY PERIOD - REVISED.

**PURPOSE:** This Order expands the conditions for which an officer's probationary period shall be adjusted. Additionally, this Order revises the procedures for requesting termination of entry-level probationary officers.

**PROCEDURE:**

**I. ADJUSTMENT OF PROBATIONARY PERIOD NOTIFICATION, FORM 1.78.9 - ACTIVATED.**

- A. Use of Form.** This form is used by Training Division, to document and serve notice on probationary officers as to the conditions of the probationary period. The Form 1.78.9 shall be served on probationary officers on their first day of employment with the Department and shall become a permanent record in each officer's Department personnel package.
- B. Completion - General.** A separate form shall be served on each new probationary officer. Forms shall be witnessed and signed by the probationary officer's immediate supervisor.
- C. Distribution.**
  - 1 - Original, probationary officer's Department personnel package.
  - 1 - Copy, retained by probationary officer for the officer's personal records.

**II. PROBATIONARY OFFICER RESTRICTED DUTY/ABSENCES LOG, FORM 1.78.10 - ACTIVATED.**

- A. Use of Form.** This form shall be used by a probationary officer's field training program coordinator if assigned to a patrol division, or immediate supervisor if assigned to other than a patrol division, to document inactive and restricted duty assignments and absences during the (18) month probationary period for entry level officers.
- B. Completion - General.** A separate form shall be used for each probationary officer.

**C. Distribution.**

- 1 - Original, placed in the probationary officer's divisional personnel package at Training Division.

**Note:** The original Form 1.78.10 is maintained in the Training Division personnel package while the officer is assigned to Training Division and is forwarded to the probationary officer's division of assignment after Academy training is completed. When the probationary period is completed, the form shall be forwarded to Personnel Division for filing in the officer's Department personnel package.

**III. ADJUSTMENTS OF PROBATIONARY PERIOD FOR POLICE OFFICERS - REVISED.** Any restricted or inactive duty status shall constitute an "absence" as defined in Civil Service Commission Rule 5.26 and shall qualify as a condition for the adjustment of an entry level officer's probationary period. When a probationary officer is placed on inactive or restricted duty status the officer's probationary period shall be adjusted in accordance with Manual Section 3/760.45.

**Note:** Holiday and regular days off, falling within the period of absence or restricted duty shall be calculated as an absence, provided they do not fall at the beginning or end of the period.

**Example:** A probationary officer working a Monday through Friday schedule is absent due to illness on Friday and Monday and returns to work on Tuesday. Four days (Friday, Saturday, Sunday, and Monday) shall be counted toward the probationary period extension. Had the probationer returned on Monday, only one day (Friday) would have counted toward the extension.

**IV. COMMANDING OFFICERS - RESPONSIBILITIES.** Currently, commanding officers are required to prepare an Intradepartmental Correspondence, Form 15.2, addressed to the Commanding Officer, Personnel Division, detailing the dates of any absences whenever a probationary period is to be adjusted. The Form 15.2 must fully explain the reason for the adjustment of the probationary period in detail. Effective immediately, the concerned probationary officer's commanding officer shall also:

- \* Promptly notify the probationary officer of the adjustment to the probationary period and review the Form 15.2 with the probationer;

**Note:** If the probationary officer is on off-duty status at home due to illness or injury, the commanding officer shall insure prompt service of the Form 15.2 to the probationer.

- \* Attach a copy of the Form 1.78.10, indicating the dates of restricted or inactive duty status to the Form 15.2;
- \* Indicate the new end of probation date in the Form 15.2, and inform the probationary officer that additional absences or periods of restricted or inactive duty status will result in further adjustments of the probationary period;
- \* Advise the probationary officer that he or she is automatically advanced to Police Officer II after one and one-half years of service; however, a probationary officer is still required to successfully complete (18) full months of probation prior to attaining permanent status with the Department; and

**Note:** Police Officer II status does not signify tenure with the Department.

- \* Ensure that the Probationary Officer Restricted Duty/Absences Log, Form 1.78.10, is reviewed and, if appropriate, updated with each rating report by the probationary officer's field training program coordinator to reflect any restricted duty assignments and/or absences and to amend the end of probation date.

**V. ASSIGNMENT OF PROBATIONARY OFFICERS DURING TERMINATION PROCESS - REVISED.** Upon receiving approval from the Director, Office of Administrative Services, to assign a probationary officer to inactive duty pending termination, the probationary officer's commanding officer shall immediately cause an Intradepartmental Correspondence, Form 15.2, addressed to the probationary officer, to be prepared. After reviewing the 15.2 with the probationary officer, the 15.2 shall be attached to the termination request and submitted through Department channels to the Director, Office of Administrative Services, if the termination is based on a **non-disciplinary** matter, and to the Chief of Staff, Office of the Chief of Police, if the matter is of a **disciplinary** nature. The 15.2 shall document that the commanding officer has:

MAY 25, 1993

- \* Met with the probationary officer;

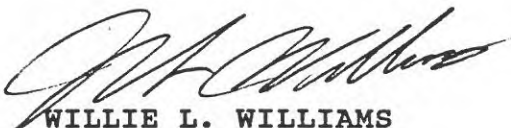
**Note:** If the probationary officer is on off-duty status at home due to illness or injury, the commanding officer shall insure prompt service of the Form 15.2 to the probationer.

- \* Discussed the reason for the assignment to inactive duty;
- \* Informed the probationary officer of the conditions of inactive duty in accordance with Manual Section 3/840.20;
- \* Informed the probationary officer that inactive duty constitutes an "absence" and that their probationary period shall be adjusted;
- \* Ensured that a copy of the 15.2 was received and signed by the probationary officer; and
- \* Obtained all City-owned property in possession of the probationary officer for safekeeping.

**FORMS AVAILABILITY:** The Adjustment of Probationary Period Notification, Form 1.78.9, and the Probationary Officer Restricted Duty/Absences Log, Form 1.78.10, are attached for duplication and immediate use. An additional notice will be published when these forms are available at Supply Division.

**AMENDMENTS:** This Order amends Sections 3/728.27, 3/760.45, 3/763.05, and 3/820.10 of; deletes Section 3/728.25 from; and adds Sections 5/1.78.9, and 5/1.78.10 to; the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive while the probationary officer is at the Police Academy. Upon the probationary officer's assignment to a patrol or other division, the commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**



## ADJUSTMENT OF PROBATIONARY PERIOD NOTIFICATION

A police officer's probationary period begins the first day of the police academy and ends after the probationer has successfully completed (18) full months of training. The probationary officer's period of field training will be thoroughly documented and monitored.

In the event a probationary officer is absent from duty **in excess of seven calendar days in the aggregate**, except for vacation time, time off for overtime, or regular days off except as noted in Manual Section 3/760.45, that probationary officer's probationary period shall be extended by the entire period or periods missed. Additionally, the probationary period shall also be extended by the number of days the probationary officer is on restricted duty because of an on or off-duty injury or illness, or pregnancy. Absences such as military leave, family illness leave, or bereavement leave shall be included as time off that will be considered an extension of probation. Restricted duty shall be computed the same as absences. (Civil Service Commission Rule 5.26)

For the purpose of calculating the probationary period, the assignment of a probationary officer to inactive duty, is considered an "absence". (Manual Sections 3/728.27 and 3/840.10)

**Example:** Probationary Officer John Jones will be off probation May 31, 19--. This date reflects an **eight-day** adjustment of the probationary period for the following restrictions/absences:

January 20, 21, 22 and 23, 19--, restricted duty March 1, 2, 3, and 4, 19--, sick time used

(The eight calendar days of absence required to extend a probationary period need **not** be consecutive. This example clarifies "in the aggregate").

A Police Officer I who completes one and one-half years of service shall be **automatically** advanced to Police Officer II. Should a probationary period be adjusted because of restrictions/absences, it may extend into that period when an employee is a Police Officer II. (Manual Section 3/736.05). Only successful completion of the (18) month probationary period constitutes permanent status. Advancement to Police Officer II does not signify tenure.

By signing below, I hereby acknowledge that I have read the above and understand that any adjustment in my probationary period due to restricted duty or absences shall be automatic without specific notice to me and without an appeal process.

---

Signature of Probationary Officer

---

Serial Number

---

Witness

---

Date

The below final date of probation <b>must be verified</b> with Personnel Division, 485-5245, thirty (30) days before the current date for end of probation (EOP).											
Name, Serial No. of Employee Verifying EOP			Name/Serial No. of Per. Div. Employee Verifying EOP			Date of Verification Mo.      Da.      Yr.			FINAL END OF PROB. DATE Mo.      Da.      Yr.		

[illegible]

(continued on reverse side)

[illegible]

Reason For Restricted Duty/Absences

15.2  
Sent to  
Personnel

Supervisor

To

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JUNE 1, 1993

**SUBJECT: STAFF RESEARCH INDEX**

**PURPOSE:** This Order activates the Staff Research Index, deactivates the Research Information Center, and simplifies Department staff research control procedures.

The Staff Research Index is an automated index of all Department staff research reports. The index will be maintained by Planning and Research Division (PRD). Planning and Research Division will no longer store copies of staff research reports completed by other Department entities. Therefore, Department entities are no longer required to obtain DR numbers for staff research or to send copies of completed staff research reports to PRD.

**PROCEDURE:**

**I. DEFINITIONS.**

**Staff Research Report.** A staff research report is any Department report, including formal directives, that gives facts, opinions, or conclusions intended to support recommendations or directions.

**Exception:** A report of a crime, arrest, traffic collision, criminal investigation, criminal prosecution, personnel investigation, or other personnel matter affecting specific employees is not, in itself, a staff research report. However, such a report may contribute to a staff research report or be an appendix to one.

**Primary Author of Staff Research Report.** The primary author of a staff research report is the Department employee who did more of the research and writing than any other employee. If there are co-authors who made any equivalent contributions, the primary author shall be the employee designated by the immediate supervisor of all co-authors assigned to the staff research project.

**Staff Research Index (SRI).** The Staff Research Index (SRI) is an automated locator of Department staff research reports, publishers, authors, and supervisors. The SRI cross references staff research reports by author, author's immediate supervisor, author's commanding officer, publishing entity, subject, and filing location.

- II. STAFF RESEARCH INDEX (SRI) FORM, FORM 1.15.1 - ACTIVATED.** This form shall be completed by the primary author of each staff research report when the report is completed.

JUNE 1, 1993

**Distribution.**

1 - Original, the Commanding Officer, PRD.

**Note:** The Staff Research Index Form is not intended for requesting or initiating staff research. The Staff Research Control Form, Form 1.15.0, which was previously required for this purpose, is no longer mandatory. Any form of written communication, including the Staff Research Control Form or the Intradepartmental Correspondence, Form 15.2, may now be used to request or initiate staff research.

**III. PRIMARY AUTHOR OF THE STAFF RESEARCH REPORT - RESPONSIBILITIES.** The primary author of each staff research report shall:

- \* Complete the Staff Research Index Form, Form 1.15.1, when the staff research report is completed; and

**Note:** Confidential information shall not be included on the Staff Research Index Form.

- \* Forward the completed Staff Research Index Form along with the completed staff research report through channels to the commanding officer immediately responsible for the staff research report.

**IV. COMMANDING OFFICER IMMEDIATELY RESPONSIBLE FOR THE STAFF RESEARCH PROJECT - RESPONSIBILITIES.** The commanding officer immediately responsible for each staff research report shall:

- \* Sign the completed Staff Research Index Form, Form 1.15.1, after approving the completed staff research report; and
- \* Forward the completed Staff Research Index Form without delay to the Commanding Officer, PRD.

**Note:** A copy of the completed staff research report shall not be forwarded to PRD. If later revisions substantially alter the subject matter, not merely the contents, of the staff research report, PRD staff shall be contacted by telephone to make changes in the SRI.



JUNE 1, 1993

**V. COMMANDING OFFICER, PLANNING AND RESEARCH DIVISION - RESPONSIBILITIES.** The Commanding Officer, PRD, shall:

- \* Cause the appropriate information to be entered in the SRI from all completed Staff Research Index Forms received in PRD; and
- \* Cause information from the SRI to be disseminated to Department employees upon request.

**FORM AVAILABILITY:** The Staff Research Index Form, Form 1.15.1, is being printed. Until the forms are available at Supply Division, the attached copy may be reproduced as needed.

**AMENDMENTS:** This Order revises Sections 2/680.05, 2/680.10, 3/220, 3/220.5, 3/220.15, 3/220.12, 3/220.13, 3/220.16, 3/220.17, 3/220.18, 3/221, 5/040.56, 5/040.60, and 5/040.70 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Director of each Office and the commanding officer of each bureau and group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

Attachment

**DISTRIBUTION "A"**

DATE THIS FORM COMPLETED \_\_\_\_\_  
 Month Day Year

COMPLETED BY \_\_\_\_\_  
 Last Name Serial No.

GENERAL FILE NO.	OFFICE FILE NO.	BUREAU FILE NO.	DIVISION FILE NO.	OTHER FILE NO.
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CO-AUTHOR(S)							
Rank/Paygrade	First Name	Last Name	Serial No.	Position Title	Unit/Section/Division/Committee/Task Force/etc.	Area Code, Phone No	

Rank/Paygrade	First Name	Last Name	Serial No.	Position Title	Unit/Section/Division/Committee/Task Force/etc.	Area Code, Phone No
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Rank/Paygrade	First Name	Last Name	Serial No.	Position Title	Unit/Section/Division/Committee/Task Force/etc.	Area Code, Phone No.
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Rank/Paygrade	First Name	Last Name	Serial No.	Position Title	Div./Area/Group/Bureau/Committee/Task Force/etc.	Area Code, Phone No.
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Signature of above commanding officer

**SUBJECT MATTER.** Complete all statements. Do not give confidential information. Use additional pages if necessary.

1. In general, this report proposes (offers, recommends, suggests) that . . . \_\_\_\_\_

2. In general, this report's purpose is to . . . \_\_\_\_\_

3. Specifically, this report addresses the following topics . . .

**FOR PLANNING AND RESEARCH DIVISION USE ONLY**  
**NATIONAL CRIMINAL JUSTICE THESAURUS**

1	Descriptor	Descriptor Code	5	Descriptor	Descriptor Code
2	Descriptor	Descriptor Code	6	Descriptor	Descriptor Code
3	Descriptor	Descriptor Code	7	Descriptor	Descriptor Code
4	Descriptor	Descriptor Code	8	Descriptor	Descriptor Code

DATE ENTERED IN SRI \_\_\_\_\_ SRI NO. \_\_\_\_\_ ENTERED BY \_\_\_\_\_

Month Day Year Last Name Serial No.



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JUNE 18, 1993

**SUBJECT: PROCEDURES FOR HANDLING COMBINED MARIJUANA/TRAFFIC ARRESTS - REVISED**

**PURPOSE:** Current procedures for processing combined marijuana/traffic violation arrests require completing a Release From Custody (RFC) report, Form 5.2.2 (4/216.25). Section 23222(b) of the California Vehicle Code (VC) allows officers to cite the driver of a vehicle when the driver is detained for combined marijuana/traffic violations. Using the Personal Service Citation, Form 4.50, in lieu of an RFC expedites processing arrestees in these cases. This Order revises the procedures for processing vehicle operators detained for a traffic violation and subsequently found to be in possession of marijuana constituting a misdemeanor.

**PROCEDURE:**

**I. COMBINED MARIJUANA/TRAFFIC ARREST PROCEDURES - REVISED.**

When an **adult driver** of a vehicle has committed a citable traffic violation and is then found to be in possession of marijuana constituting a misdemeanor and the traffic offense is to be charged, officers may opt to cite the driver under Vehicle Code Section 23222(b) instead of completing an RFC. When citing for 23222(b) VC, officers **shall** complete a Personal Service Citation for 23222(b) VC and all additional Vehicle Code violations. The officer **shall** include in the narrative portion of the Personal Service Citation the probable cause for the traffic stop and where the marijuana was subsequently located. The officer **shall** use a Personal Service Citation Continuation, Form 4.50.5, when necessary to include all required information and violations. An RFC **shall not** be issued to the driver for the Health and Safety Code (H&S) violation if cited for Vehicle Code Section 23222(b).

**Note:** Officers issuing a Personal Service Citation for Vehicle Code Section 23222(b) shall book all evidence on the Property Report, Form 10.1, as directed in Department Manual Section 4/540.70.

**II. CITATION REVIEW BY SUPERVISORS.** Supervisors shall review Personal Service Citations and ensure that the citations are issued for 23222(b) VC only if the possessor of the marijuana is the driver of the vehicle. The supervisor shall ensure that officers have **not** issued both an RFC for 11357(b) or 11360(b) H&S violations **and** issued a Personal Service Citation for the Vehicle Code violations.

**AMENDMENTS:** This Order amends Sections 3/202.30, 4/216.25, and 4/320.12 of the Department Manual.

JUNE 18, 1993

**AUDIT RESPONSIBILITY:** All geographic operations bureau commanding officers and the Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Willie L. Williams', is written over the typed name.

**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

JULY 20, 1993

**SUBJECT: JUVENILE DIVISION FUNCTIONS, SPECIAL DUTIES, AND SPECIAL LIAISON - REVISED**

**PURPOSE:** A recent audit of sections of the Department Manual relating to the responsibilities of Juvenile Division identified the need to revise the Manual to reflect several changes that have occurred. This Order amends portions of Department Manual sections relating to Juvenile Division's functions, special duties, and liaison responsibility to make them consistent with current practices.

**PROCEDURE:**

**I. JUVENILE DIVISION FUNCTIONS - REVISED.** The following functions are added to Juvenile Division's responsibilities:

- \* Exercising functional supervision over Department personnel by providing information, training, evaluation, and auditing of juvenile policies and procedures.
- \* Case disposition responsibility of juvenile alcohol, narcotics, and toxic substance abuse arrests.
- \* Conducting counselling and cite-back interviews and providing dispositions for juvenile narcotics, alcohol, and toxic substance abuse violators.

**Exception:** Cases involving drug, alcohol, and toxic substance-related traffic accidents are the responsibility of traffic division accident investigation follow-up units.

- \* Conducting follow-up investigations on deaths of children under 11 years of age where parent's or guardian's neglect or action places the child in an endangered situation that results in death.

**Exception:** Follow-up investigations of deaths resulting from violation of Section 12035 PC (Children's Firearm Accident Prevention Act of 1991) are the responsibility of Area detectives.

**II. JUVENILE DIVISION - SPECIAL DUTIES - REVISED.** The following special duties are added to Juvenile Division's responsibilities:

- \* Conducting, on a City-wide basis, juvenile lineups at Sylmar and Eastlake Juvenile Courts; and
- \* Coordinating and conducting the Department's Juvenile Procedures School.

JULY 20, 1993

III. JUVENILE DIVISION - SPECIAL LIAISON - REVISED. Juvenile Division maintains liaison with the Juvenile Justice System by acting as the Department's representative to, and maintaining liaison with, the Probation Department, California Youth Authority, Juvenile Court, District Attorney, Public Defender, and other juvenile related multi-disciplinary groups within Los Angeles County.

IV. COMMANDING OFFICER, JUVENILE DIVISION - SPECIAL DUTIES - REVISED. The Commanding Officer, Juvenile Division, is responsible for the following additional special duties:

- \* Youth Services Coordinator, Office of Operations.
- \* Chairperson of the Scouting Control Committee.

AMENDMENT: This Order amends Sections 2/1047.03, 2/1047.08, 2/1047.20, and 2/1047.40 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER (MMA) NO. 15

JULY 27, 1993

**SUBJECT:** BOOKING PRESCRIPTION MEDICATION OF ARRESTEES AND  
APPLICABILITY OF THE JAIL OPERATIONS MANUAL

**PURPOSE:** This Order informs Department employees of certain  
additions and revisions to the Department Manual.

**PROCEDURE:**

- I. **BOOKING PRESCRIPTION MEDICATION OF ARRESTEES.** An evaluation of how excess personal property of arrestees is booked and stored by members of the Department disclosed the need to revise procedures outlined in the Department Manual (4/645.20). This Order clarifies procedures for booking prescription medications that arrestees have in their possession which are not classified as evidence.

**Officer - Responsibilities.** When persons to be booked and detained in Department custody have prescription medication in their possession, officers shall transport them to the Jail Division or Valley Jail Section dispensary for medical evaluation prior to completing the booking process.

**Exception:** When persons in Department custody are to be booked and immediately released, a medical evaluation is not necessary.

At no time shall arrestees be allowed to administer the prescription medication to themselves. After receiving proper medical treatment, the arrestees shall be booked as advised by the evaluating physician.

**Note:** If the medical evaluation determines that the arrestee will require periodic dispensing of medication, the arrestee shall be booked at Jail Division or Valley Jail Section.

**Jailer - Responsibilities.** Prescription medications shall not be booked as excess personal property at any Department facility. The jailer shall take custody of prescription medication which was in the arrestee's possession and retain it in the arrestee's personal property. At no time shall the jailer dispense or allow arrestees to administer to themselves any prescription medication which was in their possession at the time of the arrest. Prescription medication may only be administered by medical personnel at Jail Division or Valley Jail Section as directed by the evaluating physician.

In all cases, prescription medication shall accompany an arrestee when the arrestee is transferred to another location of confinement.



JULY 27, 1993

**AMENDMENTS:** This Order amends Sections 4/210.05, 4/645.20, 4/648.10, and 4/648.20 of the Department Manual.

**AUDIT RESPONSIBILITY:** Each geographic operations bureau commanding officer and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. APPLICABILITY OF THE JAIL OPERATIONS MANUAL TO ALL DEPARTMENT JAIL OPERATIONS.** The Jail Operations Manual is a composite of policies and procedures applicable to jail operations. The Manual is prepared and published by Jail Division as part of its functional supervision responsibility for the City Jail System. This Order designates the Jail Operations Manual as the Department's standard for procedures used in the City Jail System.

The Jail Operations Manual shall be used as a supplement to the Department Manual in delineating policies and procedures regarding operation of all jail facilities in the City Jail System.

**FORM AVAILABILITY:** The Jail Operations Manual is available through the Research and Bail Unit of Jail Division.

**AMENDMENTS:** This Order amends Sections 2/660.03 and 2/660.51 of the Department Manual.

**AUDIT RESPONSIBILITY:** Each geographic operations bureau commanding officer and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

AUGUST 5, 1993

SUBJECT: PROCEDURES FOR THE SEIZURE OF CASH BAIL IN NARCOTICS  
RELATED CASES - ESTABLISHED

PURPOSE: Section 11470 of the California Health and Safety Code (H&S) and 21 United States Code 881(a)(6) permit the seizure of currency when it is furnished or intended to be furnished by any person in exchange for a controlled substance. All proceeds traceable to such an exchange are also subject to seizure. Since currency is sometimes presented as bail on behalf of arrestees with cases involving narcotics-related offenses, the currency is subject to forfeiture if it can be identified as illicit drug sale proceeds.

Occasions in which cash in excess of \$10,000 is presented as bail are infrequent; however, a diligent and thorough preliminary investigation must be conducted to determine if the currency can be seized pursuant to existing forfeiture laws. Additionally, conducting these investigations in a timely fashion becomes an important factor. Persons presenting cash bail at police facilities often leave prior to the completion of an investigation. This is due to the time delay involved in the arrival of personnel from the Financial Unit, Narcotics Group.

This Order implements procedures for examining the source of currency presented for bail under these circumstances and establishes guidelines for the seizure of such currency, when warranted. This Order also activates the Preliminary Seizure Interview Questionnaire, Form 12.55, and the Disclaimer of Ownership of Currency, Form 12.54.

PROCEDURE:

I. FORMS ACTIVATION.

- A. The Preliminary Seizure Interview Questionnaire, Form 12.55 - Activated. This form shall be used by an officer when examining the source of currency presented for bail which may be subject to seizure under Section 11470 of the Health and Safety Code (H&S). This form shall be reviewed and signed by the officer's immediate supervisor. The original shall then be forwarded to the Financial Unit, Narcotics Group. One copy of the form shall be attached to the related reports.

Distribution.

- 1 - Original, Financial Unit, Narcotics Group.
- 1 - Copy, attached to related reports.

- B. **The Disclaimer of Ownership of Currency, Form 12.54 - Activated.** This form shall be used by an officer when the presenter of cash bail denies ownership of the currency. The form shall be submitted to the officer's immediate supervisor for review and signature. The original shall then be forwarded to the Financial Unit, Narcotics Group. One copy of the form shall be attached to the related reports.

**Distribution.**

1 - Original, Financial Unit, Narcotics Group.

1 - Copy, attached to related reports.

**II. NARCOTICS GROUP - RESPONSIBILITIES.** The Financial Unit, Narcotics Group, shall be responsible for:

- \* Providing direction, upon notification of the investigation;
- \* Responding to the location to complete the preliminary investigation initiated by the officer;
- \* The seizure and booking of currency presented for bail;
- \* The completion of the Property Report, Form 10.01, in which the words "Hold pursuant to 11470 H&S" shall be written in the narrative portion of the Property Report. The Form 10.01 shall include a brief synopsis of the results of the Preliminary Seizure Interview Questionnaire, Form 12.55, as well as any statements made by the presenter that indicate cause for seizure of the currency;
- \* Providing the presenter and the arrestee with duplicate Property Receipts, Form 10.10;

**Note:** A Property Receipt must be given to the presenter even if the money has been disclaimed.

- \* Notifying the State Franchise Tax Board and the Internal Revenue Service of the seizure; and
- \* Determining whether a Canine Unit shall respond to the scene.

**III. EMPLOYEE RECEIVING BAIL - RESPONSIBILITIES.** Upon the presentation of cash bail on behalf of arrestees detained for cases involving Sections 11351, 11351.5, 11352, 11353, 11353.5, 11353.7, 11354, 11359, 11360, 11361, 11378, 11378.5, 11379, 11379.5, 11379.6, 11380, 11383(a), and 11383(b) H&S, or other related felonies where the presumptive bail is \$10,000 or more and there exists probable cause to believe that the currency represents proceeds from the sale of illegal drugs, the employee

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presented with the bail shall notify the on-duty uniformed patrol division or Jail Division watch commander.

**IV. WATCH COMMANDER - RESPONSIBILITIES.** Upon notification, the on-duty uniformed patrol division or Jail Division watch commander shall:

- \* Ensure that a sworn officer is assigned to conduct a preliminary investigation which examines the source of the currency that has been presented for bail; and
- \* Ensure that the Financial Unit, Narcotics Group, has been notified to respond to the location and that all directions from the Financial Unit are received and complied with.

**Note:** During off-hours, the on-duty detective at Narcotics Information Network (NIN), Narcotics Group (485-3835), shall be notified. The on-duty NIN detective will then notify the on-call Financial Unit detective, who will respond to the location, if warranted.

**V. OFFICER - RESPONSIBILITIES.** An officer assigned to begin an investigation as to the source of currency presented for bail shall initiate a "preliminary investigation". The officer shall complete the following functions in this exact order until the arrival of personnel from the Financial Unit, Narcotics Group:

- \* Notify the Financial Unit or, when closed, the NIN unit;
- \* Count the currency in the presence of the person offering the bail (presenter) and a supervisor;
- \* Record on the Preliminary Seizure Interview Questionnaire how the money was brought in for payment (i.e., bundled, boxed, bagged, etc.);
- \* Place the currency into a Money Envelope, Form 10.12.2;

**Note:** If a Canine Unit will be responding, do not place the currency into money envelopes until the Canine Unit's investigation is complete.

- \* Complete the currency count register located on the back of the money envelope;
- \* Properly identify the presenter through Department sources;
- \* Complete a Preliminary Seizure Interview Questionnaire, Form 12.55. Write out answers in the exact words of the person presenting the bail. All remarks made by the presenter are important to note. If a question does not apply, mark it "N/A", or if the presenter



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refuses to answer a particular question, mark it "Refused". This is a civil procedure and a Miranda waiver is not required;

**Note:** The Preliminary Seizure Interview Questionnaire is a guideline for questioning only. The officer may ask additional questions related to the money in order to form an opinion as to it's origin.

- \* In the event the presenter denies ownership, complete a Disclaimer of Ownership of Currency, Form 12.54; and
- \* Instruct the presenter to be seated until the arrival of detectives from the Financial Unit, who will then complete the investigation and, if appropriate, seize and book the currency per Department Manual Section 4/540.60.

**Note:** Only personnel from the Financial Unit are authorized to seize and book currency pursuant to the provisions of 11470 H&S.

Upon seizure of bail, the arrestee shall remain in custody until non-illicit cash or a bail bond is presented, or until the time of arraignment.

**FORMS AVAILABILITY:** The Preliminary Seizure Interview Questionnaire, Form 12.55, and the Disclaimer of Ownership of Currency, Form 12.54, are now available for order at Supply Division.

**AMENDMENTS:** This Order amends Sections 2/820.41 and 4/540.60 of; and adds Sections 4/680.05, 5/12.54, and 5/12.55 to; the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

Attachments

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1617

AUGUST 27, 1993

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. SUSPECT IDENTIFICATION PROCEDURES.** Judicial officers within the County of Los Angeles have informed the Department of problems that have arisen with regard to photographic line-up identifications. Often, victims or witnesses have difficulty during court testimony in recalling the sequence of events that have transpired prior to being shown a photographic line-up. To alleviate these problems, this Order revises procedures for the identification of suspects from Photo Display Folders and revises the Photo Display Folder, Form 15.50.1; Photo Display Folder, Form 15.50.2; Photo Bulletin Display Folder, Form 15.50.3; Photo Identification Report, Form 15.50.4; and Photo Display Folder, Form 15.50.5.

**Photographic Identification of Suspects - Revised.** An investigating officer who intends to show a suspect's photograph to a victim or witness for the purpose of identification shall:

- \* Obtain the suspect's photograph and at least five additional photographs depicting persons of similar appearance.
- \* Obliterate, or otherwise remove, all markings such as dates, LA numbers, and booking numbers from the photographs and place the photographs in the appropriate Photo Display Folder or the Police Bulletin.
- \* Make a photocopy of the front and back of the Photo Display Folder or Police Bulletin Folder.

**Note:** A separate photocopy of the Photo Display Folder or Police Bulletin Folder should be made for each victim or witness identifying the suspect.

- \* Read the photographic line-up admonition printed on the back of the Photo Display Folder to the victim or witness.
- \* Have the victim or witness sign the admonition acknowledgement on the Photo Identification Report.
- \* Show the entire set of original photographs to the victim or witness.
- \* If the victim or witness makes an identification, the investigating officer shall direct the victim or

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witness to circle the specific photograph identified on the photocopy of the Photo Display Folder or Police Bulletin Folder. The victim or witness should then initial and record the date and time of the identification on the photocopy of the Photo Display Folder or Police Bulletin Folder.

**Note:** The investigating officer shall attempt to obtain facts to corroborate the identification by a single victim or witness.

The investigating officer shall cause appropriate comments to be written on the Photo Identification Report, when the victim or witness is shown photographs from the Photo Display Folder or Police Bulletin Folder. The victim or witness should sign, initial, and record the date and time that the comments were made in the space provided at the bottom of the form. If an identification is made, the investigating officer should ask each victim or witness if there is anything significant that caused them to select a particular photograph, i.e., how they recognized the person, if the photo is different in any way from their recollection of the suspect, etc. Victims or witnesses should not be told they have picked the "right" or "wrong" photo.

**FORMS AVAILABILITY:** A notice will be published when the revised Photo Display Folder, Form 15.50.1; Photo Display Folder, Form 15.50.2; Photo Bulletin Display Folder, Form 15.50.3; and Photo Display Folder, Form 15.50.5, are available at Supply Division. A copy of the revised Photo Identification Report, Form 15.50.4, is attached for duplication and immediate use until the form is available at Supply Division.

**AMENDMENTS:** This Order amends Section 4/738.05 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and each group not within an operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. VEHICLE LICENSE PLATE INFORMATION - ADDED.** The credibility of a victim's or witness' testimony in criminal court has been challenged when the person verbally gives the investigating officer the number of a vehicle license plate and the officer does not separately record that vehicle license plate number. To enhance the

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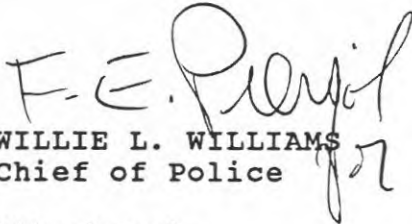
credibility of court testimony given by officers, victims, and witnesses, this Order adds procedures for the recording of vehicle license plate information received verbally from a victim or witness to a crime.

**Officer - Responsibility.** Officers who receive verbal information from a victim or witness about the license plate number of a vehicle involved in a crime shall:

- \* Direct the victim or witness to write the license plate information on a piece of paper, then have the victim or witness sign, date, and record the time on the piece of paper.
- \* Book the piece of paper as evidence (4/510).

**AMENDMENTS:** This Order adds Section 4/274.30 to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and each group not within an operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
WILLIE L. WILLIAMS  
Chief of Police

Attachment

DISTRIBUTION "A"

### PHOTO IDENTIFICATION REPORT

DETECTIVE

LOCATION

DATE

**ADMONITION ACKNOWLEDGEMENT:** I fully understand the admonition read to me regarding the viewing of these photos. The admonition was read to me before being shown these photos.

SIGNATURE OF WITNESS \_\_\_\_\_

ADDITIONAL COMMENTS REGARDING PHOTOGRAPHS —

SIGNATURE OF WITNESS

INITIALS

DATE

TIME





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

SEPTEMBER 24, 1993

SUBJECT: POLICE TRAINING ADMINISTRATOR POSITION - ESTABLISHED

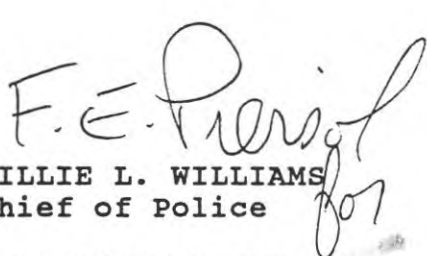
PURPOSE: In order to improve and monitor how the Department trains its employees and to enhance curriculum and instructor development, the Police Training Administrator position has been established.

PROCEDURE:

I. POLICE TRAINING ADMINISTRATOR - ESTABLISHED. The Police Training Administrator reports directly to the Commanding Officer, Training Group. The Police Training Administrator is responsible for the following:

- \* Recommending training policies and developing programs.
- \* Identifying training problems and recommending solutions.
- \* Establishing criteria and evaluating the soundness of all Department training.
- \* Identifying ways to improve the effectiveness of training programs.
- \* Designing and applying methods of evaluating short-term results as well as the long-term effectiveness of training programs.
- \* Maintaining contact with professional associations and organizations.
- \* Keeping Department management informed on current and future developments in training and education.

AMENDMENTS: This Order adds Section 2/307.23 to the Department Manual.

  
WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

OCTOBER 15, 1993

**SUBJECT: DUTY STATUS WHILE APPEARING AS A DEFENDANT AT A CRIMINAL TRIAL**

**PURPOSE:** The community a police department serves has a right to expect that police officers are of good character and repute, maintain high professional standards in the discharge of their duties, and are not involved in criminal activity. However, because the challenges confronting officers are complex and legal standards used to make judgements may be interpreted in many ways, there is a risk of officers being charged with a crime arising from actions taken during the course and scope of their duty.

When an officer becomes the subject of prosecution for criminal charges arising from activities which are clearly duty related, the rights of the accused officer must be balanced with the best interests of the Department and the community. In these cases, a decision must be made as to whether or not the officer will be allowed to conduct defense-related activities on duty.

The purpose of this Order is to clarify policy as to the duty status of such officers while appearing as defendants at criminal trials. This Order also establishes procedures and guidelines to ensure that decisions relating to an officer's duty status are based upon uniformly applied criteria on a case-by-case basis.

**PROCEDURE:**

**I. CRITERIA FOR ATTENDING CRIMINAL TRIALS ON DUTY AS THE DEFENDANT.** On-duty status shall be authorized for an employee under State or federal prosecution for alleged criminal activities committed during the course and scope of the officer's duties when it is determined that the officer was acting in the best interests of the City at the time the alleged criminal activity occurred. The following criteria shall be considered when determining if the officer was acting in the best interest of the City:

- \* The nature and seriousness of the charges.
- \* The extent to which the activity arose out of the authority and scope of employment at the time of the occurrence.
- \* The degree of willingness to cooperate during the investigation.
- \* The extent to which the activity was consistent with legal and policy considerations.
- \* The officer's overall employment record and any other articulable factor relevant to the officer's individual suitability for on-duty consideration.

**Note:** Officers who are relieved from duty; on sick, injured-on-duty, or personal leave; or otherwise on non-duty status shall not be authorized on-duty status for court appearances or other defense activities during the period while they are off duty or on leave. Attendance will be in their off-duty or leave status.

Court appearances or other defense activities shall not be done on an overtime basis unless no other alternative is available and such overtime is approved by the officer's commanding officer. An adjusted work schedule or change of watch assignment, depending upon the length of the trial, shall be used before overtime compensation is considered.

- II. SUBMITTING REQUESTS FOR ON-DUTY STATUS.** Requests for on-duty status while a defendant in a criminal prosecution arising from the course and scope of employment with the Department shall be submitted in writing and forwarded through the requesting employee's chain of command to the Chief of Police. **Officers who do not submit a request for on-duty status shall be considered off duty.** Requests shall include sufficient facts to evaluate justification for the on-duty status.

**Note:** Employees are not requested to disclose information against the advice of their legal counsel in the criminal proceeding. However, sufficient information must be presented to establish the basis for the request and facilitate its evaluation.

Each level of review in the requesting officer's chain of command shall review the request, attach appropriate correspondence with a recommendation as to whether the request should be approved or denied, and forward the request.

The Chief of Police shall approve or deny each request based upon a thorough investigation of the facts as presented in the request, using the criteria established in Section I of this Order. The Chief of Police shall cause the requesting officer to be notified through the officer's chain of command when the request is approved or denied and ensure that a centralized file of approved and denied requests is maintained within the Office of the Chief of Police. The Chief of Police shall notify the Board of Police Commissioners of the decisions made in these cases during regular closed-session meetings of the Board.

OCTOBER 15, 1993

AMENDMENTS: This Order amends Section 2/208 of, and adds Section 3/841 to, the Department Manual.

AUDIT RESPONSIBILITY: The Chief of Staff, Office of the Chief of Police, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

OCTOBER 22, 1993

**SUBJECT: USE OF PERSONAL TAPE RECORDERS TO RECORD COMMUNITY CONTACTS**

**PURPOSE:** Tape recording community contacts can help protect officers from false accusations, refute inaccurate statements, refresh an officer's memory, and assist in resolving personnel complaints. Tape recording contacts can also help to prevent escalation of contacts into situations that could lead to allegations of misconduct. This Order establishes procedures to be followed when uniformed officers desire to tape record community contacts.

**PROCEDURE:**

- I. REQUEST TO USE A PERSONAL TAPE RECORDER, FORM 12.45 - ACTIVATED.** The Request to Use a Personal Tape Recorder, Form 12.45, is activated.

**Use of Form.** This form shall be used by officers in uniformed assignments to request authorization to use a personal tape recorder to routinely tape record community contacts (3/570).

**Distribution.**

- 1 - Original, Area/division of assignment
- 1 - Requesting officer's Area/division personnel package
- 1 - Requesting officer (after approval or denial)
- 3 - TOTAL

- II. TAPE RECORDING OF COMMUNITY CONTACTS.** An officer in a uniformed assignment may use a personal tape recorder to record **in-person** community contacts at the officer's option. When an officer chooses to tape record community contacts, the procedures outlined in this Order shall be followed.

**Note:** Tape recordings of suspects' statements and recordings made during criminal investigations shall be made in accordance with existing law and procedures for these types of recordings. Tape recordings involving Department personnel or administrative proceedings shall be made in accordance with existing personnel practices and the Public Safety Officer's Procedural Bill of Rights.

- A. Officers' Responsibilities.** Uniformed officers wishing to use personal tape recorders to record community contacts shall submit a Request to Use a Personal Tape Recorder, Form 12.45, to their commanding officer. Personal tape recorders shall not be used without the approval of the concerned commanding officer. This approval shall remain in

effect until the officer transfers to a non-uniformed assignment or the approval is revoked. If an officer desires to resume tape recording community contacts after transferring back into a uniformed assignment, a new Request to Use a Personal Tape Recorder shall be submitted.

Officers who obtain approval to use a personal tape recorder to tape community contacts and subsequently elect to discontinue the practice shall notify their commanding officer of this decision via an Employee's Report, Form 15.7.

Officers who use personal tape recorders to record community contacts are responsible for maintaining the recorders in proper working order, providing their own tapes, storing tapes, and maintaining personal records to ensure tapes of incidents are retrievable if needed. Whenever tape recording a contact, officers shall:

- \* Use only new, blank tapes;

**Note:** New tapes may be used until they are full. Once full, tapes may not be erased and reused.

- \* On tape, either during or following the contact, identify themselves, the date and time, and the name of the person or persons being recorded;
- \* Activate the tape recorder as soon as possible, consistent with officer safety and prudent field tactics. Once activated, the tape recorder shall remain on for the remainder of the contact;

**Note:** If the contact is interrupted (i.e., officer returns to the unit to write a citation or do a warrant check and there will be no contact with the person involved for several minutes), the tape may be stopped and restarted upon continuing the conversation.

- \* Record each contact during which a recording is made on the Daily Field Activities Report, Form 15.52, and place a "T" in a circle at the end of the recorded person's name on the Activities Report; and
- \* Make tapes available in a timely manner for audit and administrative review at the request of a Department supervisor.

Authorization to use personal recorders to tape community contacts may be revoked by the commanding officer if an officer fails to comply with the provisions of this section.

Officers shall not tape record telephone conversations except in accordance with existing law and Department electronic surveillance guidelines (Department Manual Section 3/568).

- B. **Retention of Tapes.** All tape recordings shall be retained and maintained by the officer making the recording for a minimum of two years.
- C. **Recordings of Contacts Resulting in Arrest or Crime Reports, Personnel Complaints, and Civil Lawsuits.** Whenever an incident is tape recorded and:

- \* An arrest report is completed;
- \* A Release From Custody report is completed;
- \* A crime report is completed;
- \* The recording involves a personnel complaint; or
- \* The recording involves a civil suit against the City, the Department, or the officer;

the fact that a tape recording was made shall be documented in the related reports, discovery questionnaires, or Employee's Report, Form 15.7 (civil suits).

Officers shall provide tapes containing discoverable material or information relevant to personnel investigations, criminal investigations, and civil suits to prosecutors, defense attorneys, and personnel complaint/civil suit/criminal investigators upon request under existing Department discovery, criminal, and complaint investigation procedures.

**Note:** Officers shall, upon their request, be provided with a copy of surrendered tapes. The concerned investigator shall have surrendered tapes copied at Scientific Investigation Division and provide the requested copy to the officer.

- D. **Supervisors' Responsibilities.** Supervisors shall conduct random audits of tape records and recordings made by officers to ensure compliance with these procedures.
- E. **Commanding Officers' Responsibilities.** Commanding officers shall review and evaluate each Request to Use a Personal Tape Recorder on a case-by-case basis. If a request is denied, the commanding officer shall document the reason for the denial and ensure that the officer is notified.

Upon being notified that an officer desires to discontinue tape recording community contacts,

OCTOBER 22, 1993

commanding officers shall ensure that the approved Request to Use a Personal Tape Recorder is removed from the officer's divisional personnel package and filed in division files for storage in accordance with records retention guidelines for original documents.

When an officer is transferred to another command, the officer's Requests to Use a Personal Tape Recorder which are maintained in division files shall be transferred to the new assignment with the officer. The forms shall be maintained in the division files at the new command.

- F. Scientific Investigation Division's Responsibility.** Scientific Investigation Division shall produce copies of tape recordings in response to requests related to discovery, administrative or criminal investigations, and duty-related civil suits, except as previously noted.

**FORMS AVAILABILITY:** A copy of the Request to Use a Personal Tape Recorder, Form 12.45, is attached to this Order for immediate use. It shall be duplicated as necessary. A notice will be published when the form is available at Supply Division.

**AMENDMENTS:** This Order adds Sections 3/570 and 5/12.45 to, and amends Section 3/569.20 of, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and each group not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

Attachment

**DISTRIBUTION "A"**



**SUPPLEMENTAL FACT SHEET**  
**USE OF PERSONAL TAPE RECORDERS TO RECORD COMMUNITY CONTACTS**

The following examples are presented to assist officers in understanding procedures for the use of personal tape recorders.

**EXAMPLE 1: Traffic Stop.** An officer stops a traffic violator for failing to stop at a red light. The officer decides to tape record this contact. The officer turns on the tape recorder, states his or her name and the date and time, and then approaches the violator's vehicle. After obtaining the violator's driver's license, the officer addresses the violator by name during the conversation (i.e., "Mr. Smith"), thereby identifying the violator on the tape. The violator stays in his vehicle while the officer returns to the police vehicle and completes the citation. The tape recorder is turned off while the citation is being completed because there is no conversation with the violator. Upon returning to the violator's vehicle, the officer restarts the tape recorder and tapes the remainder of the contact. A circled "T" is placed next to the violator's name or the citation number on the Daily Field Activities Report to indicate that a tape recording was made during this contact. The tape must be saved and maintained in the officer's personal files for at least two years.

**EXAMPLE 2: Domestic Dispute.** Officers respond to a domestic dispute radio call. One of the officers decides to tape record this contact. The officer turns on the tape recorder, records his or her name and the date and time, and then approaches the location of occurrence. When the investigation begins, the officer recording the contact identifies the involved parties during the investigation (i.e., "Mr. and Ms. Smith, my partner and I are here to investigate a report of a disturbance.")

If the investigation does not involve an arrest or crime report, the officer will put a circled "T" next to the name for the entry on the Daily Field Activities Report. No other notation is needed if there are no other reports.

If the investigation results in an arrest or if a crime report is completed, the fact that a tape recording was made shall be stated in the related arrest and/or crime reports in addition to putting a circled "T" on the Daily Field Activities Report. The tape is stored in the officer's personal files for at least two years and must be produced if requested under discovery or as part of any subsequent investigation.

**EXAMPLE 3: Field Interview.** Officers stop two suspects for probable cause in a high crime area late at night to conduct a field interview. One of the officers decides to tape record the interview. The officer turns on the tape recorder while approaching the suspects. There is no time to record his or her



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**SUPPLEMENTAL FACT SHEET**  
**USE OF PERSONAL TAPE RECORDERS TO RECORD COMMUNITY CONTACTS**

name and the date and time before the conversation begins. When the investigation begins, the officer recording the contact identifies the suspects during questioning (i.e., "Mr. Smith and Mr. Jones, my partner and I would like to talk to you for a few minutes.") Two Field Interview Cards are completed and the suspects are released without incident. A circled "T" is placed next to each suspect's name on the Interview Cards. The name of the officer and the date and time of the contact are recorded at the end of the tape recording, before another recording is made (i.e., "This interview with Mr. Smith and Mr. Jones was conducted by Officer Bill Johnson on August 8, 1993, at 2200 hours."). The tape must be retained in the officer's personal files for at least two years. The tape must be retrievable and provided to investigators in the event of a criminal or personnel investigation or a law suit resulting from the contact.

LOS ANGELES POLICE DEPARTMENT  
**Request to Use a Personal Tape Recorder**

EMPLOYEE'S NAME	SERIAL NO.	AREA/DIVISION OF ASSIGNMENT
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I request authorization to use a personal tape recorder to tape record community contacts in accordance with Department guidelines for use of personal tape recorders. I have read and agree to comply with each of the requirements listed below. I understand failure to comply with the below requirements will be considered misconduct.

\_\_\_\_\_  
(initial) Personal tape recorders shall be used in compliance with the provisions of this request and the procedures contained in Department Manual Section 3/570, Use of Personal Tape Recorders to Record Community Contacts.

\_\_\_\_\_  
(initial) Failure to comply with Department procedures for the use of personal tape recorders will result in this authorization being revoked and may result in discipline.

\_\_\_\_\_  
(initial) The tape recorder and tapes are to be provided and maintained at my expense.

\_\_\_\_\_  
(initial) Tapes shall be retained by me for at least two years. Tape recordings must be produced upon request when needed for criminal prosecutions or investigations relating to criminal, personnel, or civil lawsuit matters even if there may be self-incriminating material on the recordings.

\_\_\_\_\_  
(initial) My tapes and record keeping system shall be made available for audit or administrative review by a Department supervisor upon request.

\_\_\_\_\_  
(initial) Failure to provide a specific tape or tape recording in a timely manner to a supervisor upon request is neglect of duty and may result in discipline.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

<p>COMMANDING OFFICER:</p> <p style="text-align: center;"><input type="checkbox"/> APPROVED      <input type="checkbox"/> DENIED</p> <p>Signature _____</p>	<p>Date _____</p>
---	-------------------

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 262/

OCTOBER 22, 1993

SUBJECT: NOTIFICATIONS TO THE CORONER

**PURPOSE:** The Coroner's Office has requested that immediate notification be made whenever it is determined that a death falls within the purview of the Coroner's Office. This will allow the Coroner to more effectively deploy resources throughout the City and reduce potential delays in response to death scenes. This Order revises procedures for notifications to the Coroner's Office.

**PROCEDURE:**

- I. **NOTIFICATIONS TO THE CORONER'S OFFICE.** The investigating officer at the scene of a death which requires notification to the Coroner (4/238.46) shall make the notification **immediately** upon determining that the death falls within the purview of the Coroner's Office. If the Coroner is not immediately needed at the scene, the investigating officer shall advise the Coroner of an approximate time when the Coroner's Deputy can respond. If no time can be estimated, the investigating officer shall arrange to make a second notification to the Coroner when response is appropriate.

**Note:** When circumstances indicate that the investigation of the death requires the expertise of a specialized investigator (e.g., homicide detective, traffic collision investigator), immediate notification to the Coroner shall be made by the concerned specialized investigator who responds to the scene of the incident. If the death is determined to be an obvious natural death and falls within the purview of the Coroner's Office, the investigating officer initially responding to the scene shall make the immediate notification.

**AMENDMENTS:** This Order amends Sections 4/238.23 and 4/238.46 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIE L. WILLIAMS**  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

DECEMBER 16, 1993

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions and revisions to the Department Manual.

**PROCEDURE:**

**I. MEDICAL TREATMENT FOR ARRESTEES WHO INGEST NARCOTICS.**

A common belief among suspects who use or sell narcotics is that swallowing the contraband will effectively conceal the evidence and prevent arrest or successful prosecution. Often, suspects fail to consider the inherent danger in this behavior. The primary responsibility of Department employees in situations where an in-custody arrestee has swallowed narcotics or other life-threatening substances is the preservation of life. The collection and preservation of evidence necessary for successful prosecution is an important secondary consideration. This Order establishes procedures to be followed when officers believe that an in-custody arrestee has swallowed narcotics evidence.

When an employee believes that an arrestee has ingested narcotics or any other substance which could present a health hazard to the arrestee, the employee shall:

- \* Immediately transport the arrestee to the Los Angeles County-University of Southern California Medical Center (LAC-USCMC) Jail Ward or, if more than 20 minutes travel time from LAC-USCMC, to the nearest available contract hospital for medical examination;

**Exception:** If circumstances dictate, the arrestee shall be transported by a City ambulance as outlined in Department Manual Sections 4/210.22, 4/210.23, 4/210.75, and 4/648.13.

**Note:** Arrestees may be detained in Jail Division or Valley Jail Section facilities only with approval of the LAC-USCMC or contract hospital physician.

- \* Advise the attending physician of the situation, including an estimate of the amount of time elapsed since the drugs were ingested, and, if possible, the type, quantity, and packaging of the drugs ingested;
- \* Obtain a copy of the medical treatment record completed by the examining physician;
- \* Book any evidence obtained as a result of the medical treatment in accordance with established procedures; and
- \* Include in the arrest report a detailed statement of the medical treatment received and/or prescribed.



**AMENDMENT:** This Order amends Section 4/648.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**II. PROCEDURES FOR ARRESTEES WHO REFUSE OR DENY THE NEED FOR MEDICAL TREATMENT AND NON-ARRESTEES WHO REFUSE, DENY, OR REQUEST MEDICAL TREATMENT - ESTABLISHED.** This Order establishes procedures for processing arrestees who refuse or deny the need for medical treatment and non-arrestees who refuse, deny, or request medical treatment.

**A. ARRESTEES WHO REFUSE OR DENY MEDICAL TREATMENT.** When an arrestee who is or appears to be ill, injured, in need of medication, or in need of medical attention **refuses** medical treatment, officers shall ensure the arrestee is examined by medical personnel in accordance with established procedures. If the arrestee continues to refuse treatment after being examined by medical personnel, arresting officers shall obtain two copies of the examining facility's medical treatment record. One copy shall be submitted to the jailer at the time of booking and one copy shall be attached to the arrest report. The arrestee's refusal shall be thoroughly documented in the narrative of the arrest report.

**B. NON-ARRESTEES WHO REFUSE, DENY, OR REQUEST MEDICAL TREATMENT.** If a non-arrestee, such as a victim or witness, requests medical treatment, officers shall determine whether the request is an emergency. If it is an emergency, officers shall summon an ambulance. If it is not an emergency, officers shall advise the non-arrestee to seek private medical treatment.

If a non-arrestee appears to need emergency medical treatment, but refuses and/or denies the need for such treatment, officers shall request an ambulance and allow ambulance personnel to document the non-arrestee's refusal and/or denial.

**Note:** Non-arrestees who refuse and/or deny emergency medical treatment shall be encouraged to stay at the location to await ambulance personnel. However, if non-arrestees insist on leaving the location, officers have no authority to stop them. An effort should be made to document a non-arrestee's refusal and/or denial with the non-arrestee's signature on the appropriate crime report or in the Field

**AMENDMENT:** This Order amends Section 4/648.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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Officer's Notebook before the non-arrestee leaves the location.

**AMENDMENTS:** This Order amends Section 4/648.10 of, and adds Section 4/648.18, to the Department Manual.

**AUDIT RESPONSIBILITY:** Each operations bureau commanding officer and the commanding officer of each group not 2 within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

**DISTRIBUTION "A"**





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

DECEMBER 28, 1993

**SUBJECT:** DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM-ESTABLISHED

**PURPOSE:** This Order establishes Department procedures for entry of Domestic Violence Restraining Order (DVRO) information into the Department of Justice (DOJ) Domestic Violence Restraining Order Database System. Entry of DVRO information into the database is essential to restrict persons who are the subject of DVROs from purchasing firearms. Entry of DVRO information by law enforcement agencies is mandated by Assembly Bill 1753, which amends California Penal Code Section 12021(g).

**PROCEDURE:**

**I. OFFICER'S RESPONSIBILITIES UPON RECEIPT OF DVRO.** When officers are presented with a DVRO or an Order After Hearing (OAH) in the field or at the Area desk, they shall:

- \* Verify that the DVRO or OAH has been certified by the issuing court;

**Note:** A certified copy of a DVRO will bear an ink stamp signed by the deputy clerk of the concerned court documenting authenticity.

- \* Ensure that the DVRO has not expired;
- \* Review the proof of service to ensure it was properly served upon the restrained party;

**Note:** If the proof of service has not been completed, the DVRO or OAH shall be accepted from the plaintiff. The plaintiff shall be advised that personal service of the order is required before the DVRO or OAH can be entered into the DOJ system and enforcement action can be taken against the restrained party.

- \* Ensure that the Domestic Violence Restraining Order-Law Enforcement Information form supplied by the court is completed. If an Information form has not been completed, the officer shall give a form to the plaintiff for completion. The Information form shall then be attached to the DVRO.

**Note:** When a DVRO or OAH is received in the mail and the Information form has not been completed, the Subpoena Control Officer shall telephonically contact the plaintiff and obtain the necessary information for completion of the form.

DECEMBER 28, 1993

- \* Forward the DVRO, Information form, and the Proof of Service to the Area Subpoena Control Officer.

**Note:** Officers' responsibilities at the scene of a domestic disturbance remain unchanged.

**II. AREA SUBPOENA CONTROL OFFICER'S RESPONSIBILITIES.** Upon receipt of a DVRO, Proof of Service, and DVRO Information form, Area Subpoena Control Officers shall:

- \* Obtain a DR number and record that number in the upper right corner of all pages on the DVRO;
- \* Maintain a Domestic Violence Restraining Order Control Log, Form 15.40, of valid DVROs on file;
- \* Establish a file of DVROs in a location accessible to uniformed desk personnel and periodically purge expired DVROs from the active file; and
- \* Forward the DVRO, Proof of Service, and the DVRO Information form to Area records personnel for entry of DVRO information into the DOJ DVRO database.

**III. AREA RECORDS SUPERVISOR - RESPONSIBILITIES.** The Area records supervisors shall ensure all mandated information from the DVRO or OAH and the DVRO Information form is entered into the DOJ database.

**FORMS AVAILABILITY:** Copies of the Domestic Violence Restraining Order-Law Enforcement Information forms (Los Angeles Superior Court Forms H244, H245, and H246) are attached for duplication and immediate use. Additional forms are available from Supply Division.

**AMENDMENTS:** This Order amends sections 4/216.03, 4/216.06, and 5/040.42 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



**WILLIE L. WILLIAMS**  
Chief of Police

Attachment

**DISTRIBUTION "A"**



**—Instructions—**  
**to the Person Protected by a**  
**Restraining Order Against Domestic Violence**

**THE PROTECTED PERSON (PLAINTIFF) MUST DO THE FOLLOWING:**

1. The courtroom clerk will give you a domestic violence information sheet. If your request for a restraining order or order after hearing is granted, you must complete this form and return it to the clerk.
2. The clerk will attach the information sheet to the copy of the restraining order or order after hearing which you must serve on the law enforcement agency. If there is more than one agency to be served, a copy of the information sheet must be attached to each order to be served.
3. In those cases where the clerk is to mail a copy of the order, the clerk will attach the information sheet to the order being mailed to the agency. If more than one agency, a copy of the information sheet will be attached to each copy of the order being mailed.
4. The information sheet will not go in the court's file and will not be disclosed to anyone other than the law enforcement agency.
5. Have the defendant served personally with the restraining order unless the defendant is present in court when the order is issued. If so, be sure the order clearly states the defendant was present.
6. Take a certified or endorsed file copy of the restraining order along with the information sheet **and a copy of the proof of service** (unless the defendant was present in court) to the law enforcement agency having jurisdiction over the plaintiff's place of residence. The protected person (plaintiff) should deliver them personally to the law enforcement agency in order to have a chance to answer additional questions to assist in identifying the defendant.
7. The law enforcement agency will enter the restraining order into a statewide telecommunications system so that any law enforcement agency in the state can see it exists, what orders it contains, and when it expires.
8. Plaintiff must notify that same law enforcement agency if plaintiff moves. If plaintiff moves into the jurisdiction of a new law enforcement agency, only the **new** agency should be notified of the move (and shown a copy of the restraining order so it can enter the necessary changes in its computer).
9. If the order is modified or extended, the defendant must again be served personally, unless present in court, and the law enforcement agency with jurisdiction over the plaintiff's residence must receive the new order, **including the proof of service**, if any, either personally or by mail.
10. If the order is terminated, the clerk of the court must notify the law enforcement agency having jurisdiction over the plaintiff's residence by mailing to it a copy of the minute order clearly identifying the defendant and the case number.

**Los Angeles Superior Court  
se for Orders After Hearin**

CASE NO.: \_\_\_\_\_

VS. \_\_\_\_\_

**Domestic Violence Restraining Orders–Law Enforcement Information**

PERSON PROTECTED BY A DOMESTIC VIOLENCE RESTRAINING ORDER (FULL NAME AND ADDRESS)  
(THE DEFENDANT IS NOT ALLOWED TO SEE THIS FORM)

LAST NAME FIRST NAME MIDDLE NAME  
STREET ADDRESS CITY STATE ZIP

THE FOLLOWING INFORMATION WILL BE ENTERED INTO THE DEPARTMENT OF JUSTICE'S RESTRAINING ORDER DATA BASE TO PREVENT THE DEFENDANT FROM PURCHASING OR ATTEMPTING TO PURCHASE A FIREARM AS LONG AS THE ORDER IS IN EFFECT.

**DEFENDANT INFORMATION**

DEFENDANT'S FULL NAME:  
LAST NAME FIRST NAME MIDDLE NAME

ALIASES (AKA) "STREET NAMES"

SEX:  
☐ MALE (M) ☐ FEMALE (F)

DATE OF BIRTH:

HEIGHT:  
FEET INCHES

WEIGHT:  
POUNDS

RACE: (CHECK ONE)

<input type="checkbox"/> WHITE (W)	<input type="checkbox"/> BLACK (B)
<input type="checkbox"/> HISPANIC (H)	<input type="checkbox"/> CHINESE (C)
<input type="checkbox"/> JAPANESE (J)	<input type="checkbox"/> AMERICAN INDIAN (I)
<input type="checkbox"/> FILIPINO (F)	<input type="checkbox"/> PACIFIC ISLANDER (P)
<input type="checkbox"/> GUAMANIAN (G)	<input type="checkbox"/> OTHER ASIAN (A)
<input type="checkbox"/> LAOTIAN (L)	<input type="checkbox"/> VIETNAMESE (V)
<input type="checkbox"/> HAWAIIAN (U)	<input type="checkbox"/> KOREAN (K)
<input type="checkbox"/> SAMOAN (S)	<input type="checkbox"/> ASIAN INDIAN (Z)
<input type="checkbox"/> CAMBODIAN (D)	<input type="checkbox"/> UNKNOWN (X)
<input type="checkbox"/> OTHER (O)	

EYE COLOR:

<input type="checkbox"/> BLACK (BLK)	<input type="checkbox"/> HAZEL (HAZ)
<input type="checkbox"/> BLUE (BLU)	<input type="checkbox"/> MAROON (MAR)
<input type="checkbox"/> BROWN (BRO)	<input type="checkbox"/> PINK (PNK)
<input type="checkbox"/> GRAY (GRY)	<input type="checkbox"/> MULTICOLOR (MUL)
<input type="checkbox"/> GREEN (GRN)	<input type="checkbox"/> UNKNOWN (XXX)

HAIR COLOR:

<input type="checkbox"/> BLACK (BLK)	<input type="checkbox"/> RED (RED)
<input type="checkbox"/> BLOND (BLN)	<input type="checkbox"/> SANDY (SDY)
<input type="checkbox"/> BROWN (BRO)	<input type="checkbox"/> WHITE (WHI)
<input type="checkbox"/> GRAY (GRY)	<input type="checkbox"/> UNKNOWN OR BALD (XXX)

DEFENDANT'S ADDRESS:

STREET ADDRESS CITY STATE ZIP

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ DRIVER'S LICENSE STATE: \_\_\_\_\_

DRIVER'S LICENSE  
YEAR OF EXPIRATION: \_\_\_\_\_

IF THE DEFENDANT WAS PRESENT AT THE HEARING, THE COURT CLERK WILL MAIL THE ORDER AFTER HEARING TO LAW ENFORCEMENT FOR ENTRY INTO THE RESTRAINING ORDER DATABASE. HOWEVER, IF THE DEFENDANT WAS NOT PRESENT AT THE HEARING THE RESTRAINING ORDER INFORMATION CANNOT BE ENTERED INTO THE DATABASE UNTIL THE DEFENDANT HAS BEEN PERSONALLY SERVED. YOU NEED TO BRING A COPY OF THE PROOF OF SERVICE TO THE LAW ENFORCEMENT AGENCY, HAVING JURISDICTION OVER YOUR RESIDENCE, SO THEY CAN ENTER THE INFORMATION INTO THE DATABASE.



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

DECEMBER 28, 1993

**SUBJECT:**        **DISPERSAL PARKING AND TEMPORARY HOME GARAGING  
PROCEDURES - REVISED**

**PURPOSE:**        This Order revises procedures for dispersal parking  
                    and temporary home garaging of Department vehicles  
away from the regular work location.

**PROCEDURE:**    A Department employee may dispersal park or  
                    temporarily home garage a Department vehicle away  
from the employee's regular work location only when such parking  
is an operational necessity. Employees shall obtain prior  
written approval to dispersal park or temporarily home garage a  
vehicle in accordance with the following procedures.

**I. DEFINITIONS.**

**Dispersal parking.** Dispersal parking is the authorized  
temporary off-duty parking of a Department vehicle at a  
Los Angeles Police Department facility away from the  
regular work location.

Dispersal parking refers exclusively to a named employee  
authorized to park at a specifically designated location  
for a specified period of time.

No single dispersal-parking period shall exceed **seven**  
consecutive calendar days. Any continuation of the  
authorization will require a new request.

Dispersal parking is not warranted by virtue of rank,  
position, use of a particular vehicle, association with  
an authorized employee, or any other condition or  
circumstances apart from the operational considerations  
providing the basis for the authorization. Any employee  
qualified to drive a Department vehicle may either  
request such authorization on his or her own initiative  
or be required to do so by his or her immediate  
supervisor.

Authorization for dispersal parking shall be requested by  
completing a Special Parking Authorization, Form 11.37.  
Any change in dispersal-parking location or other  
certified condition of use invalidates the Special  
Parking Authorization. In such cases, a new Special  
Parking Authorization shall be completed and approved  
prior to further dispersal parking.

**Temporary home garaging.** Temporary home garaging is the  
authorized temporary off-duty parking of a Department  
vehicle at a location other than a Los Angeles Police  
Department facility. Temporary home garaging is  
authorized only at locations within Los Angeles County.

**Note:** Guidelines for who may request approval to temporarily home garage, how to request approval, and validity of the Special Parking Authorization are the same as for dispersal parking.

Parker Center personnel may use Motor Transport Division's motor pool vehicles for temporary home garaging with the appropriate authorization. Use of motor pool vehicles will be monitored by Motor Transport Division to ensure that Special Parking Authorization forms are completed on all vehicles checked out overnight.

**Department vehicle.** A Department vehicle is any motor vehicle which is under the direction and control of the Police Department and is not owned by a Department employee. This includes budgeted, hold-harmless, seized, Rule 11, leased, donated, and court-awarded cars, vans, pick-up trucks, and utility vehicles.

**Regular work location.** A regular work location is where the Department usually requires the concerned employee to report for work at the beginning of each tour of duty.

**Department facility.** A Department facility is any one of the 18 geographic Area community police stations, Parker Center, the Police Academy, or any Department-controlled parking area.

- II. **DISPERSAL PARKING EMPLOYEE AUTHORIZATION, FORM 11.37 - REVISED.** The Dispersal Parking Employee Authorization, Form 11.37, is deactivated. The Special Parking Authorization, Form 11.37, is activated. The Special Parking Authorization shall be used by Department employees to document authorization to dispersal park or temporarily home garage Department vehicles.

**Distribution.**

- 1 - Original, the command one level above that to which the employee is assigned or the employee's bureau, whichever is higher.
- 1 - The command to which the employee is assigned.
- 1 - Fiscal Support Bureau after review and signature by the bureau commanding officer.
- 3 - TOTAL

- III. **EMPLOYEES REQUESTING TO DISPERSAL PARK OR TEMPORARY HOME GARAGE - RESPONSIBILITIES.** Each employee requesting to dispersal park or temporarily home garage a Department vehicle shall:



- \* Complete the "Requesting Employee" portion of the Special Parking Authorization, Form 11.37;
- \* Forward this form to his or her immediate supervisor;
- \* Begin dispersal parking or temporarily home garaging only after confirming that the Authorization has been approved in writing by his or her commanding officer; and

**Exception:** An employee may temporarily dispersal park or temporarily home garage a vehicle with the approval of his or her immediate supervisor when the employee's commanding officer is not available and the parking is of immediate necessity. This temporary approval shall be documented in the "Justification" box of the Special Parking Authorization by the approving supervisor prior to any such parking.

- \* Document each incident of dispersal parking or temporary home garaging by completing the appropriate portions of the Sign Out Sheet, Form 15.42, including the vehicle shop number. The Form 15.42 shall be completed immediately before leaving the regular work location and immediately upon return to the regular work location after the dispersal parking or temporary home garaging is completed.

**IV. IMMEDIATE SUPERVISOR OF EMPLOYEE REQUESTING TO DISPERSAL PARK OR TEMPORARY HOME GARAGE - RESPONSIBILITIES.** The immediate supervisor of each employee who submits a Special Parking Authorization shall:

- \* Determine whether the proposed dispersal parking or temporary home garaging is an operational necessity;
- \* Complete the "Immediate Supervisor" box and forward the form without delay through channels to the requesting employee's commanding officer;
- \* Permit dispersal parking or temporary home garaging to begin only after confirming that the Authorization has been approved in writing by the requesting employee's commanding officer; and

**Exception:** A supervisor may approve temporary dispersal parking or temporary home garaging when the employee's commanding officer is not available and the parking is of immediate necessity. This temporary approval shall be documented in the "Justification" box of the Special Parking Authorization by the approving supervisor prior to any such parking.

- \* Ensure the Sign Out Sheet is properly completed and filed.

**V. COMMANDING OFFICERS OF EMPLOYEES REQUESTING TO DISPERSAL PARK OR TEMPORARY HOME GARAGE - RESPONSIBILITIES.** The



commanding officer of each employee who submits a Special Parking Authorization shall:

- \* Certify that the proposed dispersal parking or temporary home garaging is an operational necessity;
- \* Approve or disapprove the Authorization;
- \* Without delay, forward the original of each approved Authorization to the next higher level of command or to the concerned bureau, whichever is higher;
- \* File a copy of the Authorization, whether or not approved; and
- \* Ensure that Sign Out Sheets are properly completed and filed.

**VI. BUREAU COMMANDING OFFICER - RESPONSIBILITIES.** In the following description of responsibilities, the term "bureau" means the command one level above that to which the employee is assigned or the employee's bureau, whichever is higher. Each bureau commanding officer shall:

- \* Review and sign each Special Parking Authorization;
- \* Forward a copy of the Authorization to the Commanding Officer, Fiscal Support Bureau; and
- \* File the original.

**VII. FISCAL SUPPORT BUREAU - RESPONSIBILITIES.** The Commanding Officer, Fiscal Support Bureau, shall monitor dispersal parking and temporary home garaging use of Department vehicles and advise bureau commanding officers when irregularities are discovered.

**FORM AVAILABILITY:** The Special Parking Authorization, Form 11.37, will be available at Supply Division in 90 days. Until then, use the attached copy of this form to reproduce others as needed.

**AMENDMENTS:** This Order amends Sections 3/261 and 5/11.37 of, and deletes Sections 3/262 and 5/1.45 from, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each bureau and each group not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIE L. WILLIAMS**  
Chief of Police

Attachment

**DISTRIBUTION "A"**